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Editor's Forum

The Meade Papers

To the Editor:

A generous store of Civil War and other papers conveniently located but long overlooked by writers and scholars may be found in the Meade papers at the Historical Society of Pennsylvania Library, Philadelphia. The collection comprises several hundred letters from the pen of General George Gordon Meade, for two years commander of the Army of the Potomac following other service; letters pertaining to his Mexican War experiences; his surveyors' field notebooks utilized in various parts; official letter books of Civil War days; newspaper clippings; some Zachary Taylor material; some correspondence of Mrs. Meade and others; and many letters of Captain George Meade and of other Civil War personages—letters of both wartime and postwar data.

While this important original source has been open to qualified people, I have seen no references to it an any bibliography save for that contained in the current *Meade of Gettysburg* (University of Oklahoma Press), which makes full use of it. The reason that scholars and writers have not taken the trouble to go to the original source is that two volumes of selections from the Meade Papers were published back in 1913. Scholars therefore have confined themselves to the printed work, conveniently ignoring all the rest. . . .

It probably would be helpful if someone donated some funds to get these papers properly organized and mounted. This is just an idea—I am not qualified to speak for the Historical Society of Pennsylvania.

Freeman Cleaves
Millburn, N. J.

South Africa's Archives

To the Editor:

I have read with interest Mr. V. W. Hiller's review, published in the January 1959 issue of "The American Archivist," of an article, "South Africa's Archives," in the "Digest of South African Affairs, Supplement Fact Paper No. 58, May 1958." The article is a reprint of one I wrote sometime ago as the introduction to a series of articles on the Union Archives appearing in "Lantern," an illustrated quarterly which has a wide circulation in high schools. The object of the series is to arouse, chiefly by way of illustrative material (all the articles are lavishly illustrated), the interest of pupils in the secondary standards, and, for that matter, of the general public, in our national Archives. Naturally, the introductory article to the series was written with this specific aim in view and is, therefore, deliberately simplified, limited in scope and largely devoid of technicalities. . . .

The article did not, to my mind, merit as detailed a review as it received—indeed I am flattered that your periodical noticed it at all—but since it has been so reviewed, there are various points on which I should like to comment.

To commence with the definitions: these do not appear to be confusing, but I readily concede that the terminology of archivists of one country is frequently confusing to those of another. Broadly speaking, when we refer to "an archives group" we mean the archives of a particular government department, organisation or person, whereas "archives records" has a wider scope and, though it includes archives groups, covers also our varied documentary holdings.

The third paragraph—that dealing with the accessibility of the records—does not seem to me to be very much to the point. However, since the statement that a 50 years closed period is illiberal has been made, I am constrained to point out that in both England and Holland official records are closed for longer than 50 years, and that legislation is being introduced to reduce the closed period to 50 years. We are not quite as young as "the other young Dominions of the British Commonwealth"—our records begin in 1651—and consequently the 50 years provision is not altogether the hardship it might have been had our records begun more recently.

Turning to the fifth paragraph, the reviewer's fears about the possible prejudice of the Publications Committee are thus far unjustified. Fortunately the successive administrative organisations of our country have been of such a nature that it is easy to establish beyond all dispute the main—or key—archives group for the various administrations and also the most important series in the group. . . .

As regards the printing of academic theses and other works based on historical research in the Archives (Mr. Hiller omits these last three words), the ideal would be for them to be printed, as Mr. Hiller suggests, by an ordinary academic publisher. Unfortunately our population is not large enough to make the publication of serious historical works a paying proposition and it is, therefore, very difficult to find a publisher for them unless they either have a general appeal or are suitable for use as university textbooks. Some form of state subsidy is therefore necessary.

I feel, too, that I cannot ignore Mr. Hiller's contention that "the Union Archives is in danger of putting the stamp of official approval on productions that have little more to recommend them than assiduous reading, a wooden style, and unimpeachable political orthodoxy"—productions, that is of "apprentices in the historian's craft." I must confess to believing that the best judge of an apprentice's work is a master in the craft; and, therefore, apart from myself as the Archives representative, the editorial board consists of historians who, when the need arises, co-opt other historians, specialists in various branches of history, to assist them in selecting material for publication in the "Archives Year Book for South African History." Any material accepted has, therefore, had to run the gauntlet of experts drawn from various universities. Contributions from all our universities are received (contributions from American and Dutch universities have also been accepted) and, if they reach the requisite standard, printed; and thus far everyone concerned appears to be

satisfied. There have certainly been no complaints. It is gratifying that Mr. Hiller appears to consider all our universities of "unimpeachable political orthodoxy." Perhaps this is due to the fact that, owing to the closed period of 50 years, the contentious problems of the day are not dealt with. The "wooden style," however, was a blow beneath the belt; for it must be admitted that style *per se* influences the selection of material only to a very limited extent. The philologists on the Archives Commission are, however, expected to give an eye to the style of contributors.

Incidentally the "Archives Year Book for South African History" was started in response to university appeal. The history faculty of one of our oldest universities considered that many useful pieces of research work were buried in the libraries of universities throughout the country and that, if these works—admittedly not great history but nevertheless useful—were rescued from obscurity and printed, a service would be done to South African history and historians. This belief has justified itself for the theses have proved useful not only to the historians but also to archivists who periodically consult them both for the research indispensable to the classification of archives groups and, more frequently, for research done for other official purposes.

Coming to the basic qualifications and the training of Archives staff in the Union, Mr. Hiller, although he begins his paragraph "As far as the training of staff is concerned," concentrates on the qualifications required and totally ignores the training given. In my article, on the other hand, I devoted rather more space to training than to qualifications; but I certainly stated what basic qualifications were necessary and expressed the opinion that an M. A. degree in history was the ideal "not only because a knowledge of historiography is valuable, but also because the writing of a thesis, which is one of the degree requirements, gives useful practice in historical research and in the valuation of historical evidence." The sentence from which Mr. Hiller quotes reads as follows:

> He [the archives official] must also be proficient in historical research, for very often a considerable amount of research is necessary for the accurate classification and description of archives groups. [In the South African Archives, work on the actual documents is invariably preceded by research in the office which produced them.]

It is interesting to compare my opinions respecting qualifications with those of Dr. Schellenberg. In *Modern Archives: Principles and Techniques* (p. 131) he writes:

> The best preliminary training that an archivist can have, in my opinion, is advanced training in history. This provides him with a knowledge of the development of his country and its government, which is basic to any evaluation of the research values that are to be found in its public records. It provides him with training in research methodology, which is needed in all the work he does in rationalizing public records, in arranging them in proper relation with each other, and in describing them in terms of organization and function. . . .
>
> The advanced training in history should be supplemented by specialized archival training. . . .

This is, to my mind, sound common-sense. After all the archivist works with records and, though varying types of records may bring variations of method,

it is difficult to see how any change in basic classification principles and methods can be justified.

Unless Mr. Hiller is confusing historians with persons who have received advanced historical training—which does not seem very likely since he himself in a preceding paragraph differentiates between historians and "apprentices"—I do not understand his statement that there is "no reason to confine the selection of staff to historians." There was no mention in my article of having even one historian on the staff, much less of confining the staff to historians. Neither do I understand the line of reasoning on which this statement is grounded. In South Africa, the classification of records is based on the organisation and the functions of the office which produced them and classification principles thus remain the same whether the office is obsolete or modern. The records are most certainly not classified on the basis of guesses respecting the supposed requirements of future researchers. Quite apart from the deleterious effects such a procedure would have on the unity, the coherence and the intelligibility of an archives group, it would be impossible since the records are used by scholars of diverse disciplines with diverse needs. Regardless, therefore, of future users of the records, the classification principles and methods remain the same. Though historians have thus far been greatly in the majority, the South African Archives throughout its forty-odd years of existence has been used by scholars of other disciplines and orthodox classification methods have never proved any obstacle to the consultation of records. This may be due to the fact that in South Africa, although the uses to which information obtained from the records is put differ widely, the research methodology followed in extracting that information remains the same for all disciplines.

In as far as the appraisal of records is concerned, I am afraid I cannot agree with any of Mr. Hiller's contentions. To begin with, we do not need accountants on our staff, since, when accounting records are in question, we co-opt government accountants and Treasury officials to give us expert advice. In any case there is not a sufficient volume of work to warrant the appointment of an accountant, particularly as there is a great measure of standardisation in government accounting methods throughout the country and rulings can frequently be made of general application. We have, however, occasionally felt the need of an economist; but, again, there is not at present a sufficient volume of work to justify the presence of one on our limited staff. At the moment we manage quite satisfactorily by consulting an economist of international standing who is an active member of the Archives Commission.

I am merely an archivist, not a prophet, and I do not therefore pretend to foresee what the distant future will bring; but, as far as the immediate future is concerned, I do not anticipate any necessity for departing from the practice, which has worked well for over thirty years, of enlisting the services of experts when records dealing with highly specialised matters are in question. (We have, for example, recently recommended that certain specialised medical records should first be reported upon by a board of medical men, before they are considered by the Archives.) However, the theory that future archivists may have to have engineering qualifications is certainly a fascinating one. It is, too,

one capable of infinite expansion. In time to come archives staffs may well be a heterogeneous collection of medical men, military men, naval men, airmen, lawyers, scientists of the various disciplines and Uncle Tom Cobleigh and all. Fortunately for my peace of mind however, neither the records in my custody nor my establishment are likely to warrant such intense specialisation during my service lifetime.

Whether or not it follows the American pattern I cannot say—circumstances have forced us to endeavour to work out our own salvation—but for a number of years we have been alive to the need for record management and have done all that our staff position allowed in that direction. Some eight years ago, for example, the Archives co-operated with the Department of Justice and the then Department of Native Affairs in the weighty task of working out the disposal authorities for every single correspondence file in the branch offices, of which there are over 700, of the two departments. (All the branch offices use the same correspondence system.) Many of the forms, registers, etc., in the branch offices were also catered for. (Naturally, although the foundation was laid—and well laid, as time has shown—some years ago, the authorities are periodically revised and kept up to date.) Work on similar lines but on a lesser scale has since been done, as has other work, including the vetting of departmental correspondence filing systems, in the field of record management. These activities were not mentioned in my article and, therefore, Mr. Hiller could not have known of them; but I did mention the formation, in 1957 of a Liaison Section to serve as "a link between the archives and the government departments and offices." As for some unknown reason the State Information Office placed the two paragraphs dealing with the Liaison Section under the heading "Year Book," they may have escaped Mr. Hiller's attention.

Naturally a review could not cover all the activities referred to in the article but I am sorry that *inter alia* no mention was made of the Archives bindery—we rather pride ourselves on the work done in the repairing and binding of our seventeenth century documents—and of the field work.

A. Kieser, Chief Archivist
Government Archives, Union of South Africa

The editor has been informed by T. W. Baxter, director of the National Archives of Rhodesia and Nyasaland, that Mr. Hiller, now retired, does not wish to make any comments on Dr. Kieser's letter.

Research Records

To the Editor:

Once again Dr. Paul Lewinson has placed us all in his debt by a lucid analysis of an aspect of archival theory [*American Archivist*, 23: 297-309 (July 1960)]. His proposed procedure for developing accessioning standards is well worth serious action. Since he has touched upon my parochial interests, I am moved to comment adversely upon certain aspects of this particular example!

First of all the division of research records he postulates rarely exists in fact. There are usually simply correspondence files, project files, and data files (*e.g.*, lab notebooks). The way scientists work does not always accord with Lewinson's scheme and no amount of administrative management will change the habits of a strongly self-conscious intellectual community. The records are often jumbled up in terms of Dr. Lewinson's phases.

Secondly, inclusion of the social sciences and history is dubious. I am willing, as a historian, to assert that history is not a science as Dr. Lewinson avers on p. 303. As to the social sciences, I prefer not getting involved in endless discussions about whether they are "sciences" in the same sense as physics and biology. All that need be said is that history and social science research are very minor aspects of Federal research activity (*i.e.*, in terms of money and personnel), whose subjects and resulting records differ so markedly from the physical and biological sciences that they are best treated as a separate species.

What distresses me most is the presence here of the oft-repeated emphasis on "data" and whether or not the data are published in whole or summarized or whether the data are unique or recoverable. If any data are unpublished and worth saving (a judgment of scientists, not archivists), the agency should either retain the original (hopefully in a reduced form) or incorporate the data in current information systems on punchcards, magnetic tape, or the like. Given the extraordinary drive of scientists and engineers to burden the public with every discovered fact, trivial or otherwise, it is unlikely that any quantity of significant or unique data will find its way into archival institutions without having been previously published. Further, any such data in archives will rarely get used by practicing scientists except in the rare instances where they conceive of historical research as a part of their investigations.

Depending on the field, data, in the normal scientific situations, become obsolete within a brief time. Why then save any records of Lewinson's phase 2, "Data-gathering"? What a historian really wants from records, in my opinion, are the evidences of the events leading to a public action—in this case, the publication of research findings. In the history of science and technology the process by which a scientist advances knowledge from one point to the next is at least as important as the points themselves. Therefore, the notebooks, showing the mental or experimental operations, and communications with fellow scientists, showing the intellectual stimuli upon the scientist, are crucial.

Dr. Lewinson stresses the unintelligibility of many notebooks; this criticism is sometimes valid but I would insist that intelligibility can be judged only by a technically competent individual with a sense of history. Not all notebooks require permanent preservation, but the archivist would be well advised to concentrate on saving notebooks of significant investigators, of major laboratories, and of principal research programs. What should guide the archivist are not definitions of administrative and substantive importance but whether the notebooks record routine testings or explorations of the unknown. The former are disposable with perhaps only a retained sample; the latter are what historians of science seek. The formal statements of method, results, and conclusions in publications are often too formal and not a true description of the process.

In the same vein I would argue that unsuccessful projects are not necessarily unimportant to the historian or substantively unimportant in the terms of Lewinson's definition (which I found to my pleased amazement in the April 1959 *American Archivist* [in Dr. Lewinson's article, "The Preservation of Government Publications," 22: 185] was an extension of a definition that I had dashed off one day). If your primary interest is in the process, as opposed to the public event, negative results and abortive projects are sometimes of crucial importance. Their documentation also sheds much light on administrative history and deserves at least a careful sampling.

NATHAN REINGOLD
Library of Congress

To the Editor:

It is gratifying to find myself so much in agreement with an able scholar trained in science, history, and documentation. Like Dr. Reingold, I do not class history as a science; on p. 303 I deal with it as an activity involving research. Research, not science, is the focus of my article; hence, also, the inclusion of the social sciences. On "data," like Dr. Reingold, I invoke the specialist: the archivist "will have to consult experts" (p. 304), "appraisal by subject-matter specialists" (p. 305), "subject-matter competence" (p. 308 and again p. 309). On the accessioning of "data"—especially in the physical and biological sciences—I am like Dr. Reingold generally skeptical: no data from unimportant and unsuccessful projects (p. 302), "there may [*sic*] be . . . data that should be preserved" in other cases (p. 303), "data . . . in the physical and biological sciences should seldom be accessioned" (p. 303), "rare occasions when [they] may be accessioned" (p. 304). As to "routine testings" vs. "explorations of the unknown" (Dr. Reingold's penultimate paragraph), I think my "substantive importance" criterion parallels his position, as my definition of research (p. 300) also does.

Dr. Reingold's last paragraph, I readily acknowledge, makes a well-taken point. I was probably too cavalier about "unsuccessful" research; I did not sufficiently stress that I had in mind "poorly planned or badly executed projects," nipped-in-the-bud boondoggles, hasty, ill-considered, illustrative only of bureaucracy at its occasional worst.

There are only two points at which we disagree. I believe, from long experience, that meaningful general accessioning standards cannot be developed on the basis of files ("correspondence files, project files, and data files" are the examples Dr. Reingold gives in his second paragraph). Let us define "file" (a rather loose term at best) as a more or less orderly or purposive agglomeration of records less than the complete documentation of an office. Then it follows, in my thinking, that the appraisal of a file is a "particular decision" (p. 309)—the appraisal of a documentary unit. What we now need to thrash out are some general principles of appraisal, especially on the accessioning side: not "a tabulation of all accessionable documentation" (p. 308 and 309), but a set, or sets, of considerations to be taken account of in appraisal work. As I

point out on p. 298, archivists have for some time been thinking in terms of function (diplomacy, fiscal affairs, national defense, etc.) and in terms of level ("policy," "administrative," "housekeeping," "operating"); it is my fundamental point that they should now also think systematically in terms of activity (research, adjudication, licensing, etc.).

Less fundamental to my thesis is my dissent from Dr. Reingold's dismissal of social science research as a "very minor aspect of Federal research activity." Such research may indeed consume much less money and personnel than the physical sciences now do. But it consumes quite a lot and produces quite a lot of records; the social sciences themselves are not negligible activities, intellectually considered; government's part in them is not minor; government's results from them may bear importantly on sovereign acts and on the public welfare; and their documentation among archives must be evaluated in terms of its enduring usefulness, not its gross production costs.

PAUL LEWINSON
Arlington, Va.

To the Editor:

. . . I have just finished reading the July number of the *American Archivist* and I was extremely disappointed with it. The publication seemed to have hit bottom . . .

With respect to Dr. Lewinson's article: It points up the seeming intent to make the *American Archivist* function as a journal for the National Archives. There is far more to this problem than is to be found in Federal (or, for that matter, State) Government. There are broad areas of records management and archives in private business that the *American Archivist* does not concern itself with. Instead broad space is given to a discussion of a matter that is peculiar to the author's own sphere of special interest. . . .

BELDEN MENKUS
Sunday School Board
Southern Baptist Convention

Mail Bag

The Western Union Telegraph Company has handed us a telegram addressed to us as the Editor, *American Alchemist.*

The Arrangement and Description of Manuscripts

By RICHARD C. BERNER *

University of Washington

THE MAIN OBJECT of this article is to discuss a basic method for arranging manuscripts groups to meet the diverse needs of the researcher. Since it may be presumed that the prospective user of manuscripts should receive primary attention in the arrangement of manuscripts, a basic system of arrangement for multiple use has been developed to meet his requirements. Collaterally, it will be argued that arrangement according to this method is better suited to the long-run convenience of the repository than are standard methods. A method of descriptive cataloging has been developed to capitalize on the potentialities of this system of arrangement. An analysis of these descriptive techniques constitutes the second part of this article.

Because the repository's rather than the user's convenience generally receives priority, two of the most commonly practiced methods for arranging manuscript materials have been (1) arrangement according to the rule of provenance [1] and (2) arrangement in chronological order. Both methods are based on short-run views of what constitutes the wisest use of the repository's economic resources.

The first part of this article will criticize these two methods of arrangement. This critical section will be followed by a presentation of a basic system of arrangement for multiple use.

Arrangement

The rule of provenance rests in part on three important assumptions: (1) that the main purpose of the user is biographical; (2) that the order given a collection by its creators is the best for this purpose; and (3) that the "given order" reflects in some significant way the personality of the creator(s).

* The author of this article is curator of manuscripts at the University of Washington Library.

[1] "The more a collection is the product of extended activities, the more significant is its original arrangement, and the more applicable is the basic archival principle of provenance that records should be preserved in the order given them by their creators." Theodore R. Schellenberg, *Arrangement of Private Papers.* Reproduced by the U. S. General Services Administration from an article published in the *Journal* of the Archives Division of the Library Association of Australia.

With regard to the first assumption, the researcher usually has objectives more limited than biographical when examining a given manuscript group. Typically he wants a specific bit of information that relates to his subject, and he has reason to expect to find pertinent information in a given manuscript group—for instance, the letters of a particular person or material relating to a specific event.

Even assuming a biographical purpose on the part of the patron, it is questionable that the order given by the creator is best. It frequently is not. Materials are received in as many different arrangements as there are individual collections, but usually they are arranged by subject, alphabetically by name of correspondent, chronologically, or according to combinations of these. It is doubtful that any particular arrangement is wholly satisfactory to the researcher using the biographical approach. Furthermore, the order in which the papers are received is not necessarily a useful index to the personality of the "creator," unless he was preoccupied with the problem of arrangement. This is not likely to have been the case, but even so it is questionable that the order in which the papers are received should be retained if a more satisfactory one can be devised.

The rule of provenance, as applied to the arrangement of manuscripts, was probably inspired by the application of that rule to public archival work, where its currency is more valid. In this respect archival techniques have had unfortunate consequences for manuscript work. Because modern manuscript groups resemble archives in their mass, complexity, and completeness, there has been a temptation to permit the rule of provenance to operate without adequate qualifications. These fearsome proportions also inspire a defeatist attitude, and the easiest rule to follow is that of provenance.

In at least one important respect, however, the archival quality of many manuscript groups has had healthy effects. Reverence for the single piece has surely been weakened. To the extent that irreverence occurs, simplified arrangements have developed that provide for effective bibliographical controls free of unnecessary and tedious description, which too often have preoccupied workers in this field. The manuscript librarian has behaved too frequently like a frustrated historian or an antiquarian inclined to founder in a quicksand of detail. One consequence has been to complicate that which sorely needs simplification.

If a given manuscript group is not to be immediately processed when it is accessioned, some form of bibliographical control should, of course, be established. In this instance, the rule of provenance is temporarily applicable. A preliminary inventory should be made,

accompanied by a brief description of the order of arrangement of the group as received. On the basis of this preliminary inventory and guide, catalog cards can be composed. These, however, should be regarded only as tentative descriptions.

Besides following the rule of provenance, another standard practice is the use of chronological arrangements. For example, the incoming and outgoing sequences of the correspondence series are often arranged chronologically. Notes are taken on the correspondence by the sorter and the supervisor. These notes provide the basis for recording information about the correspondence, such as the names of the "important" correspondents and the subjects treated. Selection of "important" correspondents, however, is a highly subjective process. No sorter is sufficiently knowledgeable to make these judgments except in the most obvious instances. Yet, when this practice is followed, the sorter and/or the supervisor are presumed to possess the requisite qualities. In the process, the sorter and/or the supervisor make judgments that should be left to the researcher.

Other objections to a chronological arrangement of incoming and outgoing letter series are:

1. Only one approach to a collection is provided the researcher.

2. There is no systematic and objective method for revealing names of correspondents.

3. The letters of those authors of incoming letters who are noted are scattered through the series, and there is no guarantee that all letters by each person will be retrieved when needed.

4. The fact that the letters of some authors of incoming letters are not noted may mislead the researcher by implying that letters of a particular person are not in the collection.

5. The collection as a whole is impoverished in the midst of its riches, for there is no systematic way to compensate for not being informed that the papers of some significant person are in the collection. To illustrate the point: if John Smith's family did not preserve the papers of their father, a local political leader, it is difficult to document events with which he was associated. Yet John Smith corresponded with persons whose papers are in the repository. But, because all letters are arranged chronologically and the sorter's judgment must be relied upon to note the letters of Smith, there is no guarantee that the presence of his letters will be uncovered. The sorter may not realize the significance of Smith, who is relatively "unimportant" but a local celebrity.

At this point in my discussion, a basic system for multiple use is offered as an alternative to these standard practices.

A Basic System of Arrangement for Multiple Use [2]

In this system the point of departure from standard practice lies in the arrangement of the *correspondence series*, usually the most revealing and typically the most important series in any given manuscript group. Other series (documents, business records, court papers, and the like) can be arranged satisfactorily in a number of ways. The discussion that follows is concerned, therefore, with the arrangement of the correspondence series.

If there is a relatively large file of *outgoing letters* covering a relatively long time span, a *chronological arrangement* is preferred. The *incoming letters,* however, should *always* be arranged *alphabetically by writer* unless the writer is acting as agent of another party, in which case the letter should be filed under the name of the party for whom he is acting.

This arrangement offers more than one approach to the collection. The outgoing letter file (chronologically arranged) meets the needs of the biographer and those of the researcher interested in a particular event. The user of the chronological file can refer to the incoming letter file (alphabetically arranged) when the letters of a particular person are needed.

The alphabetical file concentrates all the letters from a given person in one place in the manuscript group. Enclosures are excepted, however; they preferably are separated from the letter (and noted) and filed according to the form of the enclosure (letter, document, article, etc.). If the enclosure is a letter it preferably will be filed in a letter-enclosure file under the name of the sender, if the sender is known. (Enclosures are more fully discussed below.)

The subjective element can be minimized by this type of arrangement. There is built into the sorting process a guarantee (1) that names of all authors will be noted and (2) that an unusually large proportion of authors' names will appear in the card catalog as added entries, with a minimal intervention of subjective judgments.

The practice in the manuscript section of the University of Washington Library is to establish a quantitative basis for judging whether a name should be noted as an added entry in the card catalog; qualitative judgments are made only in exceptional cases.[3] A

[2] Based on practices employed at the Bancroft Library. These practices were developed through the joint efforts of Prof. Robert E. Burke (historian) and Mrs. Julia Macleod (cataloger).

[3] No added entries are made for authors of routine letters (letters of acknowledgment and the like) if that type only is represented; writers of one or a group of letters less than the minimum standard should be noted as added entries only when a letter (or a few letters) have special significance. By this system the subjective element is minimized but, of course, not eliminated; it never can be.

minimum standard is set whereby the name of a writer is quasi-automatically noted as an added entry if he wrote a certain minimum of letters (2, 3, 5, or some other determined number). In other words, *the basis for judgments is transferred from the sorter to the sorting process*; major substantive judgments are reserved for the researcher.

A complement to this technique for bringing out author added entries is the large-scale accumulation of references to persons whose papers proper are not within the repository. The claim here refers to scale, not to uniqueness of practice. Repositories generally mention authors by author added entry cards, but such mention depends upon the judgment of the sorter or his supervisor. Given a chronological arrangement (the typical one), bibliographical control of a particular author in a manuscript group will be inherently inexact and unreliable unless the cataloger notes every instance in which letters of a given author appear in the manuscript group. This practice would consume gargantuan amounts of time, yet it still would not guarantee that the accumulated references were complete, because the letters of any particular author are likely to be scattered throughout the chronological (or subject, or combination) arrangement.

If the outgoing letter file is a small one or spans only a brief period of time, an alphabetical arrangement is preferred—that is, alphabetical by name of addressee. Since a biographical purpose is less usefully served by a file of letters covering a relatively short period of the "creator's" life or sparsely covering fragments of his life, it is believed that the most useful arrangement is alphabetical. Corollary to this reasoning, it is believed that under these conditions the name of the addressee is more important than the date. In this arrangement, too, selected addressees can appear in the card catalog as added entries.

Outgoing letters are frequently bound in letterpress copy books; these volumes usually have indexes to names. No useful purpose would be served in disturbing this arrangement, which is inherently chronological. Names of recipients can be found in the indexes, and can be noted as added entries if deemed necessary.

For our library, the papers of Richard A. Ballinger posed a special problem in the application of this rule. A discussion of its use in this instance will suggest its flexibility. The Ballinger papers fall broadly into two time segments: 1907-8 and 1909-11. The letters were already arranged alphabetically by name of correspondent. Ballinger had consistently attached his replies to the incoming letters. We accepted his arrangement. However, if a

longer time span had been covered (say 1904-11) we should have felt justified in segregating the incoming from the outgoing letters and setting them up according to our basic system (using appropriate annotations). Some recognition was given, however, to "time." Ballinger was Secretary of the Interior, 1909-11, and had been General Land Office Commissioner, 1907-8. Because he kept separate files of these offices and of pre-Department of Interior papers, and because the Ballinger-Pinchot controversy of 1909-11 brought Ballinger's legal practice and land office practice into question, it was decided, in accepting Ballinger's arrangement, to divide the correspondence into two time sequences: pre-Department of the Interior and Department of the Interior. If the Ballinger papers had been arranged chronologically or by subject, the papers would have been rearranged according to our basic system.

Subject Groupings for Correspondence

In general, subject groupings of correspondence should be avoided, because the practice causes fragmentation of the collection with resulting loss of bibliographical control. There are instances, however, when subject groupings of correspondence can be more useful than the dispersion of letters to otherwise appropriate files.

Incoming letters, which are sometimes grouped by the creator around a given subject (and are limited to only one subject), may be meaningfully kept together as a unit if their writers are not represented elsewhere in the manuscript group. For example, letters of advocacy are often received by an administrative unit in government or by a holder of a political office. Such letters are often from persons who ordinarily do not write to the administrative unit or to the holder of political office, and frequently such letters will be grouped by the recipient in a separate file unit. It is probably better to leave such a group intact and make an added entry for it in the card catalog.

The Manuscript Unit of One or Few Items

Such items should receive individual attention commensurate with their importance. (The method of arrangement for multiple use, which is advocated in this paper, is concerned with the problems posed by manuscript groups of great mass and complexity.)

Enclosures

Enclosed letters or other forms of correspondence (memoranda, circular letters) specifically referred to in, and attached to, an in-

coming letter should be kept with the incoming letter, *or* when the sender is unmistakably indentified the enclosure may be filed either in the incoming letter series under the name of the sender or in a separate enclosures file under name of sender. Correspondence items neither specifically referred to in nor attached to an incoming letter can be treated as enclosures and placed in a separate enclosures file. This last form of enclosure should be filed under the name of the addressee if the name of the sender is undetermined.

Speeches, articles, reports, and legal and personal documents should be separated from the incoming letter and the incoming letter and enclosures should be annotated.

Printed material should be separated from the incoming letter unless the item is a leaflet or some such small enclosure or unless it is an item that will not be kept by the repository if sent to that section of the repository where printed material is processed. Small printed items may be stapled to the incoming letter. Separated printed items to be kept with the manuscript group should be annotated, and separated printed items to be sent elsewhere in the repository should be accompanied by an identification. The incoming letter should be appropriately annotated in any case.

Financial Papers

Financial papers achieve importance primarily to the extent that they bulk quantitatively large in a manuscript group. Their quality is in effect largely determined by their quantity. Incoming bills should be arranged alphabetically by name of the billing party and outgoing bills should be arranged chronologically. The description on the catalog card should be brief, and added entries should be limited to subject entries (Lumber trade—Washington, etc.) unless justifiable exceptions can be made. Receipts have less importance than bills and can usually be satisfactorily grouped in a miscellaneous financial section, requiring a minimum of attention from the sorter. Other financial materials can be similarly treated.

Business Records

Business records, including inventories, journals, ledgers, profit and loss statements, trial balances, special reports, and memoranda (that is, records of the business of a person or organization) should be grouped according to subjects (inventory, trial balance, etc.) and arranged chronologically within that grouping.

Estimate of Costs

An objection may be raised that the system of arranging manuscripts as advocated in this article is too expensive. True, if com-

pared to the expenses incurred by application of the rule of provenance, the system of arrangement for multiple use *is* more expensive. But a chronological arrangement is also more expensive. As indicated above, however, arrangement according to the rule of provenance is generally unsatisfactory except as a convenience to the repository.

The problem seems to be centered upon the advantages of the basic system for multiple use as compared with a chronological arrangement. Specifically, *the problem centers upon the use of an alphabetical arrangement for the incoming correspondence series.* If we concede the superiority of an alphabetical arrangement, it may be argued that it is too expensive to apply.

The following defense is made against this argument:

1. Retrieval of discrete bibliographical units is much less expensive, because all letters written by a particular person may be found by the combined use of the card catalog and the inventory record and guide.

2. A long-run view of economy is substituted for the short-run view. Although the initial expense of sorting is in many cases greater for an alphabetical arrangement, the collection as a whole is made simpler and easier to administer. Administrative expenses are a continuing cost and must be seriously considered.

3. An alphabetical arrangement eliminates the necessity for the minute notation and cross-references that must be employed in an effective chronological arrangement. In fact, if a thorough job of notation and cross-reference is done for the chronological arrangement it would be much more expensive than an alphabetical arrangement. In addition, it is cumbersome, complicated, and unreliable. Unless thorough notation and cross-references are made, a chronological system is unsatisfactory.

Description

A technique of descriptive cataloging has been developed to conform to the characteristics of the basic system for arranging manuscripts for multiple use. This type of description is not intended to be applied to the description of individual manuscripts. It may, however, suggest methods of simplifying the description of individual manuscripts in the direction of eliminating descriptive detail superfluous for the researcher.

Attention here is centered upon manuscripts groups of the archival type, that is, the type for which the basic system of arrangement described above is adapted.

The basic unit for manuscripts groups of the archival type is the *series.* Some examples of series are: correspondence, business records, and others noted in the first section of this article. Although

interfiling of discrete items in a series within a given group deprives the discrete item of some of its uniqueness, it nevertheless makes it possible to describe that item usefully in common with other discrete items in the series. If this form of arrangement and description were not applied the alternatives would be to describe each item or surrender to chaos. Obviously the former alternative would expend a needless amount of time without fruitful purpose. The latter no one wants.

In addition to series it is frequently necessary to create *subgroups* [4] within a manuscripts group. A subgroup does not share the characteristics of the main body of papers in the particular manuscript group, but for special reasons it is decided to keep it with the group. For example, the University of Washington Library was given the papers of Thomas Burke. Included were the personal papers of Burke and the papers of various law firms and businesses with which he was identified. Since it would have been confusing to interfile all of these papers within one series (all incoming letters of Burke and his law firms, for example), it was decided to segregate his personal papers from the papers of his law firms. Consequently, the following forms of description were made:

For the papers as a whole three cards were written.

Mss Burke, Thomas, 1852-1925.
10 Papers, 1876-1925. 25 cartons.

Gift of Thomas Burke's estate, June 1, 1935.

Burke was generally identified with attracting outside capital to Washington. In these efforts he was active in Democratic and Republican party politics; with local railroad developments; as counsel for the Great Northern Railroads; and other regional economic developments. These papers reflect all of these activities.

- 2 -

Mss Burke, Thomas, 1852-1925.
10 Papers, 1876-1925. 25 cartons.

Arranged in the following series: correspondence; documents; court papers; business records.

Sub-groups for: Burke, Shepherd, & Woods, law firm, Seattle; Burke and Haller, law firm, Seattle; Wenatchee Development Co., Seattle.

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[4] This term should not be confused with *subseries*. The latter refers to subdivisions of a given series. For instance, "Incoming letters" is a subseries in the entry: "Correspondence. Incoming letters, 1870-1890."

- 3 -

Mss Burke, Thomas, 1852-1925.
10 Papers, 1876-1925. 25 cartons.

See entry for each series, and each sub-group for description of that unit.
See Inventory Record and Guide for comprehensive description.

Before passing to the form of entries for the series and subgroups, it is important to discuss the information contained in the above example of the "general entry" catalog card.

1. Since the manuscript group is focused upon Burke, his name was chosen as the focal entry; thus,

Burke, Thomas, 1852-1925.

2. The title is a general one that applies to the manuscript group as a whole; thus,

Papers, 1876-1925. 25 cartons.

3. The source from which the group was acquired is noted. This note is not made on the series entry cards, nor on the subgroup entry cards. It is made *only* on this *general* entry card.

4. The scope and contents note includes pertinent biographical data and a cursory description of the arrangement.

5. Reference notes refer the user to the series entries for specifics about the particular series, and to the Inventory Record and Guide.

6. Tracings: With one exception (not applicable to the above example) no tracings are made on the general entry card. They are made only on the series entry cards, where they can be more specific. The exception is for *collectors*. If a group of papers is acquired from a collector, and if the papers are not entered under his name, the most appropriate way to trace him as a collector is on the general entry card.

In passing to a discussion of the form of catalog entries for the series and subgroups, attention should be drawn to the use of *a main entry as a form* for both the general entry and the series entry. If this is not done much needless complication is introduced. In the course of elaboration this point will become clearer.

Series entries are made according to the following pattern:

Mss Burke, Thomas, 1852-1925.
10 Correspondence. Incoming letters, 1876-1919. 6 cartons.

Alphabetically arranged by name of author. Those given individual folders are recorded in the card catalog by added entries.

See Inventory Record and Guide for complete list of authors.

- 2 -

Mss Burke, Thomas, 1852-1925.
10 Correspondence. Incoming letters, 1876-1919. 6 cartons.

1. Democratic Party—Washington (Ter.). 2. Democratic Party—Washington (State). 3. Great Northern Railroad Co. 4. Railroads—finance. 5. Railroads—management. 6. Republican Party—Washington (State). 7. Seattle—real estate business. 8. Political parties—Washington (Ter.). 9. Political parties—Washington (State).

A *subject added entry* from this series entry would be made according to the following pattern:

Democratic Party—Washington (Ter.)
Mss Burke, Thomas, 1852-1925.
10 Correspondence. Incoming letters, 1876-1919. 6 cartons.

An *author added entry* would be made according to the following pattern:

Brainerd, Erastus, 1858-1922.
Mss Burke, Thomas, 1852-1925.
10 Correspondence. Letters to Burke from Brainerd, 1896-1914. 35 letters.

In the above examples, representing a group of catalog cards from one series, the incoming letter series in the Thomas Burke papers, the following features should be noted:

1. The source of acquisition is omitted.
2. Only subject tracings are made.
3. Author tracings are omitted because their inclusion would tend to redundancy and would add unnecessary bulk to the catalog.
4. The *subject added entry* refers to the series as a whole. If an attempt were made to refer to particular letters or groups of letters the user would be led to believe that these are the only letters in the papers on the subject.
5. On the *author added entry* card the statement that follows "Correspondence" refers to the individual group of letters by a particular writer and gives the inclusive dates covered by those letters.

The form of entry for subgroups is made according to the following pattern:

Mss Burke, Thomas, 1852-1925.
10 Papers of Burke, Shepherd and Woods, law firm, Seattle, 1892-1902. 1 foot.

Through this firm Burke handled his business as counsel for the Great Northern Railroad Co.

Contents: 1. Corresp. Incoming letters, 1896-1902. 150 letters.
2. Corresp. Outgoing letters, 1892-1902. 4 letterpress copy books.

- 2 -

Mss Burke, Thomas, 1852-1925.
10 Papers of Burke, Shepherd and Woods, law firm, Seattle, 1892-1902. 1 foot.

3. Court papers, 1896-1900. 15 items.

1. Burke (Thos.), Shepherd & Woods, law firm, Seattle. 2. Great Northern Railroad. 3. Railroads—finance. 4. Seattle—real estate business. 5. Political parties—Washington (State).

Mss Burke (Thos.), Shepherd and Woods, law firm, Seattle
10 Burke, Thomas, 1852-1925.
Papers of Burke, Shepherd and Woods, law firm, Seattle, 1892-1902. 1 foot.

Comment on the above card: Although papers of this firm could justifiably have been segregated from the Burke papers and processed as a separate manuscript group, it was decided to keep them with the Burke papers and treat them as a subgroup. The reason for this choice was that their significance lies primarily in the relationship they bear to the main body of Burke's papers. Their meaning and significance are more fully preserved by keeping them with Burke's papers.

Two subgroups in the Burke papers were segregated into independent groups: Daniel H. Gilman's papers and John J. McGilvra's papers. Each of these subgroups represents a unit of material that is relatively self-contained, and can be meaningfully segregated from the main body of Burke's papers, provided that adequate cross-references are made. Since one of the difficulties associated with the problem of added entries for subgroups in a larger manuscript group is indirectness of reference, this problem can be avoided conveniently by segregating subgroups when such groups are relatively self-contained.

An author added entry for a group of letters may be made according to the following pattern:

Mss Wilson, Henry Lane, 1856-1932.
10 Burke, Thomas, 1852-1925.
Papers of Burke, Shepherd & Woods, law firm, Seattle.
5 letters from Wilson to Burke, Shepherd & Woods, 1892-1898.

A variation and expansion of this pattern, not here illustrated, is one for company papers. For instance, the "Private papers of the Executives of the Port Blakely Mill Company and Mrs. Sarah M. Renton" constitute a subgroup in the papers of the Port Blakely Mill Co. The author will be glad to send any interested reader examples of these cards.

University Archives in the Boston Area

By ANNE MacDERMOT *

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IT IS AXIOMATIC that no self-respecting educational institution should be without an archives. In practice, however, only two out of eight distinguished institutions in the Boston area can claim a *proper* archives. Two others have improper but very useful archives, and the remaining four possess neither and in varying degrees are concerned about their lack.

Harvard University

In discussing university archives in this area there is no choice but to start with Harvard. Not only are the Harvard Archives the oldest and best-established in the country, but the university's proximity has a marked effect on the policies and practices of its neighbors.

Officers at both Boston University and Boston College, for example, are well aware of the difficulties facing an archivist who accepts the responsibility of archival papers without clearly defined official authority to deal with them. For this reason they look with heightened respect at the work and standards of Clifford K. Shipton, custodian of the Harvard Archives.[1] Mr. Shipton pioneered at Harvard from the time he took over the nucleus left by President Sparks until February 6, 1939, when a formal set of regulations adopted by the President and Fellows of Harvard defined the records of the university and the authority of the archivist.[2]

Today he handles material from about a hundred university agencies. (The Business School and Medical School maintain independent archives.) With his senior assistant, K. C. Elkins, and a staff of four others he accessions a steady flow of incoming cor-

* The author was formerly an assistant editor of the *McGill News*. Her interest in McGill archives led her to attend the summer Institute on Historical and Archival Management at Radcliffe College in 1959. During that summer she made the investigations on which this paper is based.

[1] Since this article was written, Mr. Shipton has become librarian of the American Antiquarian Society at Worcester, Mass.

[2] Ernst Posner, "The College and University Archives in the United States," reprinted by *Miscellanea Archivistica*, Città del Vaticano, 1952.

respondence files, minutes, student-activity records, personal papers of university officers, biographical material on alumni, prize papers, and dissertations. The Archives Department keeps a location file and assigns to its files call-numbers by which departments may request their records.

Mr. Elkins tallies 48,085 volumes and pamphlets in his care and 39,580 "other items." The space they occupy is one side wall of stacks in the Widener Library, where archives boxes are impressively lined up alongside the complete publications of the Harvard University Press. The two main categories are "HU" (Harvard University Collection) and "UA" (University archives proper). Much of the latter will shortly be moved to the basement, including the comptroller's office files. This office may be given its own key and free access to files that are in constant use.

The Harvard Archives has a reputation for conservatism and very close restrictions. Departmental records later than 1909, for example, are closed, and even the earlier ones may be consulted only by permission of the librarian or custodian. To consult records later than 1909 approval by the head of the department concerned is necessary. Again, regarding the personal and professional papers of staff members (which the Archives is particularly glad to receive), Mr. Shipton stresses the tight restrictions placed on confidential papers.[3]

Almost all problems likely to crop up in a university archives have been met and resolved by this smooth-running department, including early irregularities caused by individualistic professors or possessive secretaries. Conscious of its role in public relations, the department is on the one hand sensitive to the reputation of the university and its graduates and on the other aware of its duty as a service department to answer as many questions as possible. From all I could ascertain it does this cautiously but well. In giving advice to newly established university archives Mr. Shipton is known for his generosity. To give a specific example, he offered to visit the principal of McGill University, Montreal, should he so desire, to discuss the proposed archives there.

At Harvard a visitor is impressed by the efficiency and promptitude he encounters when entering the Archives reading room on the top floor of the Widener Library, with its wall-to-wall shelving of crimson-backed theses. The theses (always a headache to university librarians and at California the principal cause for establishing an archives) are dealt with in characteristically clear-cut

[3] Clifford K. Shipton, "Harvard University Archives; Goal and Function," in *Harvard Library Bulletin* (Winter 1947).

fashion. Pasted on the back of each dissertation is the following sticker: "This volume is the property of the University but the Literary rights of the author must be respected. Passages must not be copied or closely paraphrased without the previous consent of the author. If the reader obtains any assistance from this volume he must give proper credit in his own work." At the bottom of the sticker are entered the name and address of the author and the date of the thesis.

Finally, Harvard's policy on biographical material is useful in a comparative report on archival procedure in universities. Mr. Shipton does not attempt the impossible by saving all clippings about famous Harvard men. Rather, he limits collection to news items on less well-known alumni, thus complementing the publicity job done by the newspapers. Regarding photographs, Harvard seems deliberately casual. Interested in maintaining only the formal record, the custodian leaves photographs and display items to other branches such as the manuscript collection. Nor are any risks taken by rash display of rare items such as the earliest minute books. These are kept locked in cabinets in Mr. Shipton's office.

Radcliffe College

Following, naturally, in Harvard's footsteps is Radcliffe, the only other college in the Boston area with a true archives. The custodians admit that by 1955 they almost felt *compelled* to organize their archival material, after the Institute on Historical and Archival Management had met for several years on the Radcliffe campus.

Apart from the fact that this archives is smaller than Harvard's, there is another big difference between the two. Unlike Harvard, Radcliffe has no full-time archivist. The continuity so striking at Harvard, where Mr. Shipton runs a department he built up himself, is missing in the women's counterpart. Instead, the reference librarian fits archives work into her other duties. The records fill a medium-sized fireproof room in the basement of the library. The transferral schedule was devised by an archivist, Jackson S. Saunders, who spent the year 1955 at Radcliffe conferring with all departments concerned. He drew up a report, which was approved by a committee headed by the college treasurer, and designed a working schedule. Since Mr. Saunders' departure, the system has stood up fairly well, although Lucy M. Manzi, the reference librarian, says she would rather use a card system than the present register.

Cooperation with all college departments is reported to be very

satisfactory. The core of the archives is the section on students' records, arranged alphabetically by surnames and containing each student's record from admission to graduation. In addition there are records from the graduate school, the physical education center, and the dormitories. The last include lunchroom records, with sample menus.

The demand for material is not heavy. Last year, for instance, Miss Manzi had 19 requests in November and 9 in March. She and the head librarian have the only keys to the vault. In an outer room is an interesting collection of books written by Radcliffe graduates. These fall outside the domain of archives but are welcomed by Radcliffe.

Each year Radcliffe holds an Alumnae Day and calls on the Archives for display material. At the new graduates' center, similar material has been used.

The Women's Archives

This archives, at Radcliffe College, does not qualify from any point of view as a true archives—except in the use of Hollinger boxes! The Women's Archives breaks all rules of provenance, sanctity, and gift-soliciting. Even its name is hard to swallow, if you try to imagine a parallel "Men's Archives." Yet, despite its incongruities, it does contain valuable material that attracts the attention of both men and women from a surprisingly wide field.

Here, as at Harvard, there is a full-time archivist in charge. Dr. Barbara Solomon is director, and Mary Howard welcomes the visitor and takes endless pains to find or suggest material. The collection—for that is what it really is—centers around the women's rights collection and is housed in Brierly House. In adjacent Longfellow Hall are certain suffrage records, including detailed records of Massachusetts women involved in the movement and, after 1920, the stories of women holding Federal posts.

The Women's Archives, now 16 years old, has broadened its scope to include the papers and diaries of any American women of distinction. A recent acquisition, for example, was the correspondence of Harriet Beecher Stowe, presented by Mr. and Mrs. Lyman Beecher Stowe. When a large file arrives, Miss Howard is torn between getting it briefly indexed, boxed, and on the shelf, and spending more time on completing a detailed analysis of the contents. She and her assistant receive a good many requests from high-school students, as well as undergraduates and graduate students. She takes a justifiable pride in a useful cross-index that gives the loca-

tion of other papers (for instance, the papers of Emily Dickinson in the Houghton Library).

Between the Radcliffe Archives and the Women's Archives there is a sort of no man's land for the complete papers of any renowned Radcliffe graduate. The Radcliffe Archives claims her student file and the Women's Archives claims the records of her later activities. To date, however, there has been no serious conflict.

Tufts University

This university has an interesting working archives. Under the title "Tufts Collection," a very careful and auspicious start has been made on developing an archives for Tufts under the supervision of Russell Miller, associate professor of history.

Given a sabbatical year's leave of absence from teaching duties and the services of an expert half-time typist, Dr. Miller has made real progress in organizing and indexing the early papers and publications of Tufts. He has done this with the definite purpose of writing a history of the university, and his energy and optimism give his project a very happy air.

Dr. Miller has been both lucky and diplomatic, it seemed to me, in enlisting enthusiastic support and cooperation from every department on campus and apparently from the student body as well.

The library has lent experts to advise on an intricate master index and has made available part of a fire-resistant vault to house the most valuable records and memorabilia. The president, vice presidents, and provost have all helped by turning over their ledgers and early minutes. Students already have volunteered help in sorting routine material. It is planned that such official records as trustee and faculty minutes will be microfilmed. Tufts has a photocopy machine, a reader, and a cabinet to store the microfilm prints.

Founded in 1852, Tufts has been fortunate in a succession of secretaries who kept the university's minutes and records in excellent order. These records formed the base of Dr. Miller's project. Several sets of the early volumes of supporting documents to the faculty minutes had been badly damaged by dampness from inadequate storage, and each of these pages had to be detached and rebound. In these cases Dr. Miller had to renumber the references in the corresponding file of minutes.

Apart from the Tufts collection of early university papers, the institution has five other collections. One of these consists of an extensive collection of photographs presented by a faculty member; large albums fill several bookcases in the library basement and provide Tufts with a graphic record of its early years. This collection,

as well as the other four, badly needs organizing and indexing. Dr. Miller was interested in Radcliffe's success in employing an archivist to set up a system and then leaving it in the hands of the library.

Dr. Miller himself has only a secondary interest, of course, in the custody of the papers he is organizing; his main interest is in making them available for scholars who want to use the material. To this end he is taking great pains with a master index, which will have such complete cross-references that the files can be used by anyone. There is not much restricted material, and what there is will be filed separately. He is filing material in metal cabinets, alphabetically by name or subject—for instance, President Ballou under *B*. Much of the early history of the Universalist Church is tied in with Tufts' development; and, where relevant letters are held by the church, Dr. Miller is having photoprints made and filed at Tufts to complete the record.

Boston University and Boston College

Though fundamentally unlike, these two institutions resemble each other in four ways that are important to an archival survey. Both institutions have undergone considerable physical upheaval since their founding; both have on their staffs loyal and knowledgeable librarians with 30 years' service; both are approaching a centennial milestone; neither has an archives.

In charge of the library at Boston University is Robert E. Moody, who calls himself a historian turned librarian. As such, he naturally sees the need for an archives and cares a great deal about the historical backgrounds of the university. He says, however, that he already has his hands full running a library, where the books, like everything else at the university, get very hard wear. Though he has the interest and background to establish an archives, he believes that he could not manage it along with his present duties, and he would be distressed to undertake half measures.

In his care, but unexamined and in the basement, are the early university records. Mr. Moody stressed the effect on these records of the constant moving, with resulting disruption. He also said that the rather new public relations department would soon be asking for material for the centennial celebrations and that this material was not in good order. What Mr. Moody has managed to do, on his own, is to maintain a vertical file. There he keeps miscellaneous documents, filed *A-Z*, including clippings on early Boston University, alumni notes, manuscripts, and other documents. It is admittedly a hodgepodge, and Mr. Moody regards this filing system simply as a stopgap measure.

My overall impression of Boston University was of rush and tumble, where records are created so fast that there is hardly time to file them, much less to examine and index them. At the moment there is no budget for an archives.

Boston College, high on a sweet-smelling hill at Newton, provides quite a contrast to concrete-bound Boston University. When you see the tranquil Gothic buildings and consider its proud Jesuit tradition, you wonder why no archives has been established.

The director of the library, John O'Loughlin, provided the answer. Here too is a story of change and moving. Boston College was founded within the city of Boston, in the "South End." With expanding city limits, it had to move several times before finally, in 1913, it built and settled into the graceful Newton campus. The earliest college records, except for the minutes of the trustees, were left behind in the South Boston quarters and later were destroyed. Furthermore, the Jesuit rule is to change university presidents every six years, and the resulting turnover does not make for continuity in recordkeeping.

Massachusetts Institute of Technology

In 1961 M. I. T. will be a hundred years old. By that time plans for an archives program may have been formulated. The librarian, William Locke, was optimistic. Dr. John E. Burchard, dean of humanities, was less hopeful. He said that in 1946 he had proposed establishing an archives and had had a survey and study of Harvard's program made. This was submitted to the president with recommendations. At that time the budget would not allow the minimum recommendation, and the idea was dropped. Dr. Burchard said that the tentative plan was to employ a professional archivist for a few years to set up the archival program and work with a senior staff member, perhaps a professor emeritus, who would carry on.

Apparently there are two conflicting points of view at M. I. T., one interested in a records management program and the other in an archives for historical research. Until these two can reach agreement, Dr. Burchard feels, there will be difficulty in going ahead with an archives.

Brandeis University

While the majority of universities in the Boston area are having trouble starting an archives program because they have dodged the issue for too many years, Brandeis is without one for a different reason. It is too young.

I had half expected to find an efficient records management program under way at the 11-year-old university. The librarian, Louis Schreiber, explained that Brandeis was as decentralized as most other colleges and that each department preferred to keep its own records intact. In many cases they were still considered "live files," needed for ready reference. Mr. Schreiber said that between 1948 and 1951 he had been concerned about the problem of accumulating records and had informed the president and deans that the library would be willing to cooperate in any records management plan that might be set up. Mr. Schreiber's point then, as today, is that he would rather face the question of records immediately than let them develop into a large-scale problem that would probably in the end tumble into the library's lap. The administration's answer to date, however, has been in the negative. Even the public relations office at Brandeis can still easily remember the events of the past 11 years in the university's dynamic growth. No one at this stage wants to relinquish his records.

SUMMARY

After visiting the institutions discussed, I came to the conclusion that universities and colleges follow the universal law of supply and demand when it comes to archives. The demand may come from three quarters: a scholarly request from one or more members of a university staff wanting to write a history of the institution; a public relations need for information to approach alumni for funds; or a purely practical need for better housekeeping of space-consuming records. Until one or more of these pressures affect a university, it is likely to consider archives a needless frill.

Correct Doctrine

. . . I have here (today) no abiding place but must go immediately after luncheon to a meeting, I rather hope the final meeting, of our interdepartmental committee on the new archive building (or Archives Building, as our legislators have very regrettably, after grave discussion and full presentation of correct doctrine, decreed that it shall be called).

—J. Franklin Jameson to Worthington C. Ford, Apr. 16, 1931, in *An Historian's World: Selections from the Correspondence of John Franklin Jameson*, p. 346-347 (Philadelphia, 1956). Quoted by permission of the American Philosophical Society.

Maximum Records Management

By ROBERT W. GARRISON *

Records Management Research
New York City

PRACTICING records management as we do, with occasional diversionary attacks in both archival and library fields, we believe that a common objective should unite, flexibly, the archivist, the librarian, and the records management analyst. I want to help smooth the path of understanding with specific data on the approach of my organization to definitive records management.

The aftermath of the study by the Hoover Commission's Task Force on Records Management was the Federal Records Act of 1950, with its emphasis on destruction, retention, and records centers on the Federal level. It might be worth while, at this time, to summarize some of the incredible findings of that study. Records equivalent to the contents of 3,080,000 four-drawer filing cabinets (with an equipment cost of $154,000,000), and amounting to 18,500,000 cubic feet, occupying 18,000,000 square feet, burning up $20,000,000 of annual operational and maintenance expenditures—these were some of the sensational disclosures.

Concurrently, business organizations were being engulfed by tidal waves of records that reached their crest during World War II. The movement of personnel into the armed forces and the conversion of business to wartime needs served to create what I choose to designate as records *mis*management, with correspondence, reports, and studies virtually out of control. Decentralization of duplicate copies frequently resulted in the confused situation where everybody kept a copy, for nobody knew who actually had the original or the copy of the original.

Into this turmoil of records mismanagement waded regulatory bodies with antiquated retention schedules, which all too often conflicted or overlapped. Systems experts, efficiency experts, records equipment manufacturers, trade associations, and technical societies attacked the problem and were repulsed by its immensity. Some of the Hoover Commission men moved their heavy artillery to industry. Unfortunately they were to learn that a *modus operandi* had

* The author of this article engaged in statistical research projects and investigations in the Federal Government and was employed as a private records analyst before founding the firm of Records Management Research. Recently he has been elected executive vice president of the Records Management Association, New York chapter.

to be developed for each type of business because of the records peculiarities, outside interests, regulatory complexities, and the tendency of business to revert to its original patterns of procrastination —its original records mismanagement. Businesses also were inclined to play up dramatic destruction without utilizing control techniques, thereby not availing themselves of *maximum records management.*

What is maximum records management? We believe it to be the complete utilization of scientific techniques for records control, creation, reduction, and reference. The four primary areas and the salient features of each are:

Business Machines Operations (recommendations, reports, surveys)—

Adaptations—acquiring maximum records management advantages from present business machines.

Conversions—physical conversions or improvements in business machines operations as related to records management.

Installations—objective studies of records management factors involved in the installation of business machines.

Control/Creation (recommendations, reports, surveys)—

Communications—specification of modern equipment for effective reference to and transmission of records data between remote points.

Destruction, Flow, Retention—preparation of approved intermediate and total destruction and retention programs.

Forms and Reports—control simplifications and improvements.

Layout—design and drawings, to scale, of office and records storage areas for efficient use of space and personnel and for compliance with fire and other codes.

Motion and Time—rationalization of motion and time aspects for greater productivity.

Personnel—(1) training—preparation of training manuals and job descriptions for records personnel and operations, and (2) utilization studies—analysis of personnel requirements, evaluation of present provisions, recommendations for maximum utilization, and staff reductions or transfers.

Filing/Finding/Refiling (central files, general files, special libraries, subject files)—

Central Files and General Files—filing, finding, refiling, sorting, and transfer improvements.

Special Libraries—flexible and workable subject and cross reference systems.

Subject Files—realignment and standardization for more rapid searches and for accurate retention classifications.

DESTRUCTION/RETENTION (archives, offices, plants, records centers)—

Inventory—physical inventory of all records.

Evaluation—precise Federal, State, trade, and historical retention evaluations, with departmental flow and microfilming controls.

Review—operational values assigned, with destruction and retention authorizations by management.

Destruction—systematic disposition of unnecessary records.

Transfer—transfers effected in accordance with flow designations.

Microfilming—feasibility study and report, layout, and controls.

Storage—development or refinement of records location control and layout procedures.

The records management analyst researcher, thrown into a sea of business and/or nonbusiness records the classification of which often demands knowledge of both library and archival sciences, knows that greater *camaraderie* must develop among the archival, library, and records management fraternities. Maximum records management, then, must dedicate itself to that end.

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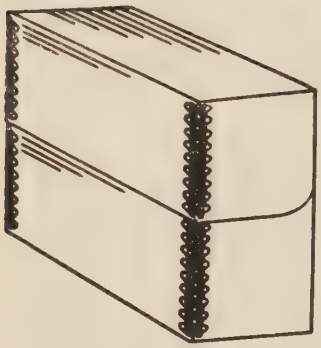

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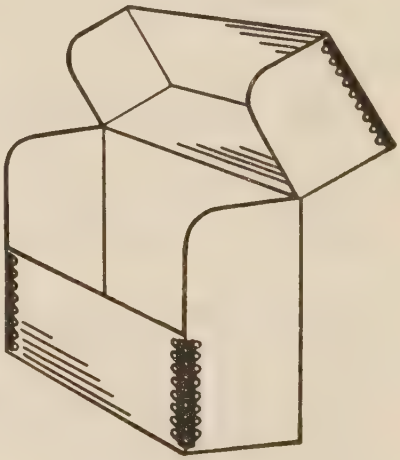

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The Corporate Secretary Looks at Records Management

By FRANK H. CASE *

American Telephone and Telegraph Company

IN A SURVEY in 1957 of a large number of corporate secretaries, 44 percent said that they have primary responsibility for records management in their companies.[1] An additional 33 percent said that records management is a secondary responsibility. I believe that you will find corporate secretaries generally much interested in records management, and many of them are well qualified in this field.

Let's take a look at this subject. Records management, although less glamorous than hitting the moon, is a vital service function in American business. A good look is always in order. Let's see if it will help us with that perennial question, "How are we doing?"

Tons of records are created in American business each day, and keeping track of them costs several hundred million dollars annually. The target of records management is to cut these costs; hence, each function of records management should be aimed at the target. As we take this brief look I suggest that we ask ourselves some "whys" about the functions and whether they really are aimed directly at the target. Are they cutting costs? Do you *know* that your records management activities are actually cutting costs, and if so, how much? There are commercial organizations that make a business of records management at a profit. Such ingenuity is to be admired. But, I say, if these people can do the job for a profit, then those who prefer to do the job themselves should be sure of their costs. There may be ample opportunity for cost-cutting all along the line.

The big bulk of records created in American business of all kinds falls into three types: (1) records for immediate use, (2) records of limited life, and (3) longer-life and permanent records. Immediate-use records serve an immediate purpose but have no further value. They should be destroyed, not filed. Limited-life records

* The author is assistant secretary of American Telephone and Telegraph Co. This paper is a somewhat revised version of part of his address before the annual meeting of the American Records Management Assn., San Francisco, Calif., Oct. 23, 1959.

[1] *Responsibilities of a Corporate Secretary* (American Society of Corporate Secretaries, May 1957).

are needed on the job for a few months to a year. They have no value beyond that time, and should then be destroyed. Longer-life and permanent records, after serving a need on the job—which may be for a few months to a few years—must be kept for a longer period or permanently for company or legal reasons. Generally during this later period little reference is made to them.

Suppose we start with immediate-use records—the records that should never get into the file. They are many and sundry—for example, bulletins, memoranda, notices, periodicals, magazines. A list of immediate-use records should be available to everyone in the corporation, for ready reference. In a way these records are like newspapers. Today's newspapers are informative and interesting and useful, but tomorrow they are good wrappers for fish. Constant action and attention are required to see that immediate-use records don't get into the files. True, there will be occasional need to refer to certain kinds of immediate-use records, such as magazines, notices, and bulletins. But this need should not be an excuse for the keeping of many files of these records by many employees. One reference file or library in a central location will serve a large area. Such central reference files can be readily supervised and thereby prevent the filing of hundreds of extra copies. Just remember that the copies of the average company magazine issued in one year take up an inch or more of file-drawer or bookshelf space. For every 20 employees who want to keep such a file "just for reference," a drawer of costly filing space is being used. And we are talking here about just one item—company magazines.

In the records reference center in our company we are currently processing an old file covering the period 1876-1910, which had been kept intact for its historical value. This file contains a great many examples of immediate-use records. Here are a few records of this type that should never have been filed:

May 28, 1887: "I return herewith, letter No. 120796 which should be in your file."

December 22, 1888 (a telegram): "I will call upon you tomorrow."

December 29, 1888: "Allow me the great pleasure of introducing my friend and neighbor, Mr. ————, for whom I bespeak your kind consideration." [2]

And here was a prize item: A midwestern company wrote headquarters in Boston to complain of dust and dirt in the telephones it was receiving. A sample of the dust had been neatly packaged and attached to the letter. Both were filed.

[2] The writer of this letter, the recipient, and Mr. Blank have been dead for many years.

By today's standards these are exaggerated examples of items that should never have gone to files. But are all of us sure that some of this sort of thing isn't happening today? The handling of immediate-use records requires decisions. Sometimes employees find it easier to file these records than to make the decisions. Hence understanding and motivation are required.

Let me summarize what I consider the requisites for handling immediate-use records: (1) a readily understood definition, with a list of examples of such records, available to everyone having need for it; (2) thorough training on the need for keeping these records out of files; and (3) followup checking and coaching procedures to insure that these records do not get into files. I will leave the subject of immediate-use records with this thought. We can have excellent procedures and we can do a fine job of talking, but do we know firsthand what is happening to these records throughout the company? It takes digging—the kind that can't be done from an office chair. It takes "on the hoof" supervision.

Now, how about records that are needed for a few months up to a year? These I call limited-life records. They are needed on the job in support of day-to-day operations. When that need has passed they have no value and should be destroyed. Their situation is similar to that of immediate-use records, except that limited-life records do get into the files for one, two, three, or more months. Therefore, action must be initiated to get them out of files and destroyed at the proper time. The number and type of limited-life records depend upon the nature of the operation. But it may surprise you to know how many records are in the limited-life class. As an example, one office in an operating department found that practically all of its records were of this type. They had been allowed to accumulate until they occupied 20 file drawers. A procedure was developed for filing all limited-life records in groups according to month of destruction. The filing space then required was reduced to one drawer. This procedure was adopted for all offices of this kind in the company, and it greatly expanded the savings.

In the handling of limited-life records, it is necessary (1) to identify each kind, (2) to determine the minimum period each is needed, and (3) to establish simple procedures to make it easy to remove and destroy records no longer needed.

Such guides and procedures are of little value, however, unless the people responsible for the records see the point of it all, understand what is to be done, and do it. Again, easily used reference material and motivation are indispensable. The reference material

required here will be in the form of retention schedules, which I shall discuss later. Even so, success is not assured without a lot of planning, promoting, and followthrough by records managers. So much for limited-life records.

Now that we have cleared away the records that should never be filed or that have very short lives, it's time to talk about the volume records job—the records that really stay around for a spell, some permanently.

It is in working with these longer-life and permanent records that the need for a retention schedule becomes clear. Retention schedules cover also limited-life records, but they take on real importance for longer-life and permanent records. The retention schedule is the reference brain of the records management job. In preparing a schedule, it is the responsiblity of the person in charge of records management in a company, in cooperation with each department head, to determine the total length of time each record must be retained and *why*—that is, for company reasons, for legal reasons, or both—and to fix the minimum period each record is to be retained in office files.

Compiling this information is a technical job. Only the end result, however, is important to the many employees responsible for records. Retention schedules should be clear, therefore, to the people who use them. They should be simple in format and should contain only the needed information. Any employee needing information about a record should be able to look at a schedule and find what he needs quickly and readily. In addition, the schedule must be readily available to every employee who has occasion to use it. Regardless of the time and effort required to prepare complete retention schedules, the records management job cannot really get off the ground without them.

Undoubtedly you all have your own retention schedules, but let me show you a simple version (chart 1). This schedule meets the following requirements: (1) It can be readily used and easily understood. (2) It contains only the information required by the user. (3) Both the period of retention in office files and the overall retention period are clearly shown.

Retention schedules lay the groundwork for cutting costs. Look at it this way. For the purpose of discussion, let's agree that it costs at least $150 a year (a conservative estimate) to maintain four drawers of records in office files. That is about $25 a cubic foot. Therefore, each month by which you can shorten the retention period in office files means a saving of over $2 a cubic foot of records. Hence, the third column, which shows the retention period

CHART 1

A Simple Retention Schedule

RETENTION SCHEDULE		Company Alpha Tel. Co. Department A Date 10-15-58	
		Retention Period	
Form No.	Title or Description of Records	In Office Files	Total Period
1	Transfer Sheets Common Shares	2 yrs.	Perm.
2	Bank Register	1 yr.	6 yrs.
3	Payroll Changes	1 yr.	3 yrs.
4	Toll Settlement Data	6 mos.	6 mos.
5	Request for Information—Acctg. Forms	6 mos.	1 yr.
6	Time Report	2 yrs.	10 yrs.
7	Monthly Progress Report	3 yrs.	5 yrs.
15	Monthly Summary of Shipments	2 yrs.	Perm.

in office files, is very important. And let's remember that each figure in that column should be frequently tested to determine whether records are staying in office files too long.

Now let's look at the last column on the retention schedule—the total period of retention. The opportunities here for cutting costs are tremendous. Also, let's agree that it costs roughly $1.25 a year to keep a cubic foot of records in a center for inactive records. It is obvious, at such a cost, that records should be kept in inactive storage only long enough to meet the minimum requirements of the business or the statutes.

Let's take a simple question—whether a group of records is to be held for six or ten years. The decision may be a casual one. "Oh, keep them for ten years and be safe." We've heard this sort of answer many times. It could well be, however, that six years would be just as safe. A careful rather than a casual decision in this case could save $5,000 for each 1,000 cubic feet of these records unnecessarily stored for the extra 4 years.

Now, being experts, you may say, "We don't make decisions that way." And I hope you don't. But please take a look at some interesting facts.

Here are a few selected samples from a survey [3] covering 278 companies in many classes of industry scattered across the nation:

Type of Record	Retention Period (Number of Companies)			
	1-3 Yrs.	4-10 Yrs.	Over 10	Permanent
Canceled Stock Certificates	1	30	27	180
Canceled Bonds	5	14	6	82
Proxies—Routine Meetings	94	83	4	71
Canceled Checks—Dividend	5	152	16	55
Canceled Checks—Payroll	30	172	8	32
Bank Statements	85	130	8	20

Take the first line of this table. What are the reasons for such wide differences in retention periods? Is the inertia that leads to keeping canceled stock certificates permanently too strong to break, or are there other reasons? In the survey 28 companies reported that they keep canceled stock certificates permanently because it is their interpretation that such retention is prescribed by law or regulatory agency. Although these 28 companies are public utilities, it is unlikely that even they must retain permanently all types of canceled stock certificates. How is it, then, that the other 152 (180 minus 28) companies keep all stock certificates permanently, when

[3] *Corporate Records Report* (American Society of Corporate Secretaries, Mar. 1957).

58 companies find it unnecessary to do so? There seems to be plenty of room to cut costs.

Take the second item, canceled bonds. Of the 82 companies keeping these records permanently, only 23 companies, again public utilities, report that such retention is based upon their interpretation of legal or regulatory requirements. Hence 59 companies (82 minus 23) *choose* to keep canceled bonds permanently, as against 25 who find it unnecessary to do so. It would seem that here also is room for further savings.

For the next four items in our table, note that there are still many companies in the permanent column, even though only a negligible number reported that permanent retention is prescribed by law or regulation.

Decisions to keep records around *forever* should be made with great care, and in each case the costs should be brought to the attention of those making such expensive decisions. Let us be very frank. Are we keeping *tons* of records around needlessly? For example, what purposes are served by keeping routine proxies for more than two or three years? What do the 71 companies keeping them permanently gain that the 94 keeping them 1 to 3 years do not? Why are paid dividend checks kept longer than the statutes of limitations require? What purposes do these old checks serve, and who looks at them? Dividends usually are paid quarterly. Hence, for each 10,000 shareowners, you would have 40,000 paid checks each year. On a permanent basis, say 100 years—and I assure you that several companies have paid dividends for over 100 years and a dozen or more for over 75 years—you would have 4,000,000 paid checks for each 10,000 share owners. At $1.25 per cubic foot, the average storage cost for these checks paid to 10,000 shareowners would be $500 a year. If you have 100,000 shareowners the $500 jumps to $5,000. Are they worth that much to you? You have a real incentive to destroy dividend checks promptly at the end of the statutory period.

You may be saying to yourselves, "Why not microfilm them?" The solution, however, is not to try to find a way to *keep* the records, but rather to find a way to *destroy* them as soon as they no longer serve a useful purpose.

The example is even more to the point when applied to payroll checks. Nothing is quite so dead as paid payroll checks, after sufficient time has been allowed for the reporting of forgeries or for the statutes of limitations. (Incidentally, if you don't have a copy of this survey, made by the American Society of Corporate Secretaries

and cited in footnote 3, you may want to get one through the secretary of your company.)

There is plenty of room for calculated risks in all of these cases. And as with insurance, realistic calculated risks, properly taken, will work to your advantage.

All of us in the records management field have responsibilities in this area of cutting costs. They are: (1) to study each record—its purpose, its use, the length of time it is an active record, and the number of years it need be retained; (2) to set the shortest practicable periods for retention in office files and overall retention; (3) to get top-management concurrence and understanding; and (4) to develop complete adherence to records retention and destruction procedures throughout all departments of the company. Keeping on top of this job takes a great deal of initiative, planning, persuasion, and followthrough. I might add also courage, finesse, and diplomacy.

We have mentioned storage in office files and storage in inactive records centers. We agreed upon a cost of at least $25 a year for a cubic foot of records in office files, compared with $1.25 a year for a cubic foot of records in a records center. The ratio is 20:1 for doing the same job—storing one cubic foot of inactive records. This ratio may very well be higher, depending upon your own costs.

If you were starting a records management program from scratch you would ask yourself: Can I operate inactive records storage centers as inexpensively as I can hire the job done by a commercial organization specializing in this service? The services offered by such organizations should be considered. Regardless of your decision, however, it is always important to look at your current costs. The companies that store records commercially have to know their costs and how much they must charge. If you are doing your own storage job, do you know *your* costs?

In our experience this has been a tough question, but in the long run it must be answered. We set out to help the records management people in our operating companies to answer this question to their own satisfaction. Perhaps you would be interested in the procedure that we developed. Actually, we started with a question and worked back. This is the question: "Is it costing you more than $1 per year to store one cubic foot of records in your records center?" If the answer is yes, than a cost analysis is recommended.

The first step is to fill out a worksheet (see chart 2) to determine the annual cost of storing one cubic foot of inactive records.

A summary of the cost information for actual records of an actual company will be of interest (see chart 3). It shows total an-

CHART 2

Annual Cost of Keeping One Cubic Foot of Records in the Inactive Records Center

At .....

	Cost	Annual Charges
1. QUARTERS		
a. Rented space - rental	—	$
b. Owned space -	$	$
2. LIGHT, HEAT, TELEPHONE AND JANITOR SERVICE	—	$
3. SHELVING	$	—
a. Cost of money — % of item 3.	—	$
b. Income tax — % of item 3.	—	$
c. Depreciation - Annuity — % of item 3.	—	$
4. CARTONS (Total cost of cartons)	$	—
a. Cost of cartons divided by — years of life.	—	$
b. Cost of money ——% of ½ of Item 4.	—	$
5. FURNITURE AND FIXTURES (Including desks, chairs, tables, office equipment, ladders, hand trucks, etc.)	$	—
a. Cost of money — % of Item 5.	—	$
b. Income tax — % of Item 5.	—	$
c. Depreciation - Annuity — % of Item 5.	—	$
6. LABOR AND SUPERVISION (Supervisor and — emps.)	—	$
a. Social Security, Relief and Pensions, and Group Insurance _____% of Item 6.	—	$
b. General Supervision _____% of Item 6.	—	$
7. TRANSFER OF RECORDS TO THE CENTER (Include cost of preparing transmittal forms, and transporting cartons to center.) (This charge is applicable to first year only) $_____/carton x _____ cartons per year.	—	$
8. TOTAL INVESTMENT	$	—
9. TOTAL ANNUAL COST OF OPERATION		
a. First year - Total Items 1 through 7.	—	$
b. Subsequent years - Total Items 1 through 6.	—	$
10. TOTAL VOLUME OF RECORDS STORED _____ cubic feet	—	—
11. ANNUAL COST OF STORING ONE CU. FOOT OF RECORDS		
a. First year - Item 9a divided by Item 10.	—	$
b. Subsequent years - Item 9b divided by Item 10.	—	$
12. ANNUAL COST OF KEEPING ONE CUBIC FOOT OF RECORDS IN OFFICE FILES	—	$

CHART 3

Storage Cost
Inactive Records Center
at (Alpha)

	Cost	Annual Charges
Quarters (rent)	—	$ 8,360
Light, Heat, Telephone and Janitor Service	—	4,200
Shelving	$222,000	28,190
Cartons	43,700	5,900
Furniture and Fixtures	20,000	3,580
Labor and Supervision	—	21,330
Total	$285,700	$71,560
Volume of Records Stored 77,400 Cu. Ft...	—	—
Annual Storage Cost Per Cubic Foot	—	.92
Annual Cost in Office Files Per Cubic Foot..	—	38.25

nual charges of $71,560 for 77,400 cubic feet of records stored—or an annual storage cost of 92¢ per cubic foot of records as against $38.25 per cubic foot for records maintained by the same company in office files. In this company, then, records can be stored in a center for inactive records at one-fortieth the cost of keeping them in office files. This ratio is striking.

Whatever the ratio is in your company, it will probably be persuasive in getting people to use the records center.

Here is a list of certain benchmarks for records center operation that may be useful in looking at costs.

Floor Space (annual charge)—not over $1.50 per square foot.

Shelving Costs—not over 75¢ per cubic foot of records space if you are using 1 carton high per shelf and 2 cartons deep. Some commercial firms use 2 cartons high per shelf and 3 cartons deep in order to reduce costs. If you don't let tradition bother you and really want low costs, I recommend a look at this.

Cartons—not over 30¢ each, but you can do a lot better. With low enough costs (12¢ to 18¢) you can destroy the cartons along with records without paying for labor to unpack them.

Stacking—not less than 8 feet and as high as 14 feet or more if floor loads will permit.

Use of Floor Space—not less than 55% of the total floor space occupied by shelving (but you may be able to do better).

Manpower—This will vary, of course, with activity of records and frequency of reference; for relatively inactive records, perhaps, a good bogey is not over one employee per 20,000 cubic feet of records stored (but maybe you can better this).

So much for direct costs.

Let's switch to a supplemental subject. Can the scope of service of your records center be increased? Yes. There are several service functions that are "naturals" for the records centers and that tend to reduce unit costs. I will give two examples.

In one company the records center in each area also maintains the centralized personnel file of former employees. Formerly these records were kept in dozens of expensive file cabinets in the personnel offices of several departments and were maintained by office clerks. The centralizing of these files in the records centers has resulted in better reference service to all departments at a fraction of the former cost.

In the other example, case records of employee sickness and disability in an area were kept in 27 file cabinets in office space. These records—150,000 folders—were transferred to the records center and filed by case number on open-type shelving. New cases

are sent to the records center each day. Reference service is furnished by telephone as required. The head of the company's benefit department has said that the service under the new arrangement is better than when the files were in his own department. Besides releasing these file cabinets and the space they occupied for other uses, the records center was able to absorb the reference work with a resulting net saving in manpower.

The ways and means to broaden records management service and to cut costs are unlimited. It is the responsibility of all of us in records management to seek constantly better ways to do a more comprehensive job at lower costs.

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The Archive Wars in Texas

By DORMAN H. WINFREY *

Texas State Library

TEXAS HISTORY has witnessed many unusual internal wars. There have been the Salt War, the Fence-Cutters' War, the Hoodoo War, the Regulator-Moderator War, the Jaybird-Woodpecker War, and the Archive Wars. Most of these conflicts resulted from intense economic struggles or differences between political factions. The Archive Wars, however, were unique in their causes and results, and especially significant in that there was no loss of life. The two Archive Wars of Texas were fought in Austin 114 years apart. The first war in 1842 determined that Austin would remain the capital of Texas. The second Archive War in 1956 was important in that it brought about the erection of a permanent home for the documents of Texas history.

The archives of Texas are the official documentary remains produced or accumulated by the agencies of the various governments of Texas. During the Texas Revolution in 1836 the archives were moved from one locality to another by the *ad interim* government, to avoid capture by the Mexicans. For a time, in 1836, the archives were at the seat of government at Columbia; the following year they were moved to Houston. The archives of the young republic were meager at the time and were hauled in saddlebags and trunks. Of first importance were the land records. Then, there were the military records of the period of the Revolution, the proceedings of the provisional government, and the files accumulated during the first years of the Republic.

In 1839, during the presidential administration of Mirabeau B. Lamar, the town of Austin became the capital after a long and bitter fight. Austin at the time was on the edge of the western frontier. To the north the closest settlement was at the Falls of the Brazos; to the west and southwest the country was in the hands of hostile Indians. The proposal to establish the seat of government in such a remote area was opposed by those living in the more populated centers along the coast, and this movement of the seat of gov-

* Paper read at a regional meeting of Phi Alpha Theta national history fraternity at the University of Texas, Apr. 24, 1960. The author is Archivist of the Texas State Library. In July of this year he participated with T. R. Schellenberg and Winnie Allen in directing the institute on archival management held at the university.

ernment from Houston to Austin was the main cause of the Archive War.[1]

In the removal of archival property from Houston to Austin, John P. Borden, first commissioner of the General Land Office and brother of Gail Borden, Jr., the inventor of condensed milk, acted as the government's agent and made all necessary arrangements for the transfer. His official record covering the period from August 26 to October 14, 1839, shows that some 50 wagons hauled the archives and that the total cost of the removal was $6,215. By October 14 the archives and heads of departments were in Austin, and all offices were open for the transaction of business. President Lamar and his cabinet arrived on October 17.

Sam Houston, first President of the Republic of Texas, was violently opposed to the idea of having the capital of the Republic anywhere else than in the city named for him, and his faction in the Texas Congress never gave up hope that the capital would be returned to the city named for the hero of San Jacinto. Houston never hesitated to voice his own dislike of Austin and once wrote his friend Anna Raguet that Austin was the most unfortunate site on earth for the capital. He feared Indians could burn the town, destroy the archives, and murder the people and once said that he would not risk his scalp in "that d---d hole, called Austin." His fears of Indians in the Austin vicinity were not unfounded, for in 1842 at least one Austin citizen was scalped at Barton Springs while a party of Comanches "led by a chief, wearing on his head a war dress of buffalo horns, and blowing a whistle furiously, passed near the French minister's house." During this Comanche foray a young white boy was killed and a Negro boy was captured.

In September 1841 Sam Houston was elected President of the Republic for the second time, and one of the measures that he felt had public endorsement was his desire to move the capital back to Houston. In Congress, however, such measures were always defeated; and in February 1842, when Congress adjourned, Austin

[1] The founding of Brasilia, new capital of Brazil, has much in common with that of Austin. "Both capitals were created remote from the centers of population in their republics. Both capitals were constructed on the frontier to force the development of the interior of their countries. The site for Brasilia six hundred miles inland, was chosen as a result of a survey which made use of modern professional skills of city and regional planners quite unavailable to the selectors of Austin over 120 years ago." Interesting to Texans is the fact that April 21, a Texas holiday that commemorates independence at the battle of San Jacinto, was the date chosen for the inauguration of Brasilia. "That date in 1789 marks the execution of the leader of a revolutionary party that first proposed the removal of the capital from the seaboard. The insurgents accused coastal Rio de Janeiro, capital of the then Portuguese Colony, of turning its back on its own country." *San Jacinto Museum Bulletin*, vol. 4, no. 3 (Spring 1960).

Texas State Archives, 1956-1960

Texas State Archives Building Nearing Completion, 1960

remained the legal capital. President Houston moved back to his Houston residence while Congress was not in session.

A Mexican invasion of Texas shortly after Congress adjourned in 1842 gave President Houston the emergency he needed to justify the removal of the archives and the seat of government from Austin. Over a thousand Mexican troops crossed the Rio Grande, and by March 5 Gen. Rafael Vásquez occupied San Antonio. Events moved rapidly in Austin during the spring of 1842. Many people left, including the French chargé d'affaires, Alphonse de Saligny.[2]

Although Vásquez retreated from San Antonio two days after he had captured it, President Houston did not know this and by an executive decree ordered Secretary of War George W. Hockley to remove the archives of the Republic to Houston. Thomas W. Ward,[3] commissioner of the General Land Office, was directed to make the preparations necessary for their transportation. The military commander in the city, Col. Henry Jones, was opposed to the order and decided after a consultation with citizens to detain the archives.

The citizens of Austin felt that President Houston had abandoned the seat of government, and when they learned of his intentions relative to the archives they were outraged. A sharp decline in real estate in Austin may have influenced much thinking. Austinites felt that Sam Houston had failed to realize the true condition of affairs on the western frontier, and citizens insisted that the archives were as safe in Austin as they had ever been. Actually the Vásquez invasion was regarded by many as a plundering or guerrilla party, and some persons felt that it was not so serious a threat as thought at first. A colorful letter written by John Welsh to President Houston provides an interesting measure of the public attitude in January of 1842 toward moving the records of the government:

> Sir Old Sam We did hear that you was goin to move seat of government and the publick papers and that you swore you would do it, and then when you come to Austin and found out the boys would not let you do it you said

[2] Saligny had experienced numerous troubles in Austin—some unbecoming to a diplomat—where he had been found guilty of passing counterfeit promissory notes and where he had regularly refused to pay his bills. Saligny was convinced that Austin was the jumping-off place for civilization: culture did not exist, and it was difficult for him to maintain protocol in the frontier atmosphere. Although Saligny was fearful of Indians, Mexicans, and at times Texans, like a true son of France his faith never wavered in the power of the French flag. When he hurriedly left on March 19 he took time to hoist the tricolor over the French Legation.

[3] Ward was known as Peg-Leg Ward, having lost his right leg in the siege of Bexar, Dec. 7, 1835. He served during the battle of San Jacinto and became the second commissioner of the General Land Office. In 1841 he suffered an additional misfortune; while firing a cannon in celebration of Texas independence, he lost his right arm.

you never was goin to move it. Now Sam you told a dam lie for you did promise the people in Houston that you would move it [seat of government and archives]. We dont thank you because we would shoot you and every dam waggoner that could start with the papers you Kaint do it and we ax you no odds . . . You shant budge with them papers. You dam blackgard indian drunk. Now old fellow if you was to try Ned Burlesons [4] spunk just try to move them papers . . . You shall hear more from me when I am ready. John Welsh.

W. D. Miller, Houston's private secretary, wrote the President on March 16 that the citizens of Austin probably would not let the archives be moved and that they "would rather take their rifles to prevent a removal [of the archives] than to fight Mexicans." One citizen remarked that "old Sam might go to H--l but he should not have the archives without a fight." A vigilance committee was organized in Austin on March 16 to guard the archives, and a patrol was provided at Bastrop whose duty it was to inspect and keep from passing any wagon carrying government records. Houston was outraged at the defiance of his order but no less determined to carry out his intention. By executive order on April 4 he invested in Colonel Ward the necessary authority to remove the archives of the government from Austin to Houston.

With matters in this rather critical state President Houston called a special session of the Sixth Congress, which convened at Houston on June 27, 1842. In his opening message the President stressed the importance of removing the capital and the archives to Houston, but when the session adjourned Congress had failed to sustain the President in his requests.

Texas was invaded a second time in 1842 by a Mexican army, for in September about 1,200 soldiers under Gen. Adrian Woll entered San Antonio. Although Woll retreated from San Antonio before the end of the month, great excitement again prevailed in Austin and Colonel Ward closed the General Land Office by proclamation.

The regular session of Congress met at Washington-on-the-Brazos on December 5, and President Houston reviewed the trouble over the archives and the resistance offered by the citizens of Austin. His patience was exhausted, and when a resolution to remove the archives failed to pass he took drastic measures without advising Congress. He issued orders on December 10 for Capt. Thomas I. Smith and Eli Chandler to remove the public archives and government stores from Austin to Washington. Smith and Chandler

[4] Edward Burleson, vice president of the Republic of Texas at this time, was strongly in favor of keeping both the archives and the seat of government in Austin.

set about the execution of their orders immediately. They had been instructed to act with secrecy and to make it appear that they were attempting to forestall an Indian invasion. Their object was suspected, however, and many whom they attempted to enlist refused to assist in the undertaking.

On the night of December 30, 1842, under the direction of Captain Smith, 3 wagons and about 20 men entered Austin to carry out President Houston's orders. Colonel Ward quietly opened the Land Office, then located near the corner of Congress Avenue and East Eighth Street. The wagons were almost loaded before the Austin citizens knew what was happening. Mrs. Angelina Eberly, a boarding-house keeper, was the first to discover them. She spread the alarm, and runners were hastily dispatched for every available man and boy.

Mrs. Eberly returned to Congress Avenue, where a loaded cannon was kept. The muzzle was turned toward the Land Office, Mrs. Eberly applied the torch, and the cannon was discharged. The shot hit the building, but no serious damage was done and no one was injured. Smith directed his men to leave town at once. This they did, taking the Caldwell road to the northeast, to avoid the patrol at Bastrop. Under the command of Capt. Mark B. Lewis about 20 Austin men—some poorly armed and others without horses—set out after Smith's party, taking the cannon with them. The Austin men had an advantage as the ox teams hauling the archives moved slowly. A blue norther came in, and the night was bitterly cold. The rain fell in torrents, making the roads almost impassable.

The teamsters and Smith's men made camp at Kinney's Fort, a spot on Brushy Creek some 18 miles from Austin, which had been the rendezvous site in 1841 for the Texan Santa Fe Expedition. Smith's men picketed their camp with cedar posts but posted no guards. They awoke the next morning to find themselves overtaken by their pursuers. In the road, blocking their progress, stood the cannon ready for action. There ensued a short conference, during which Smith was given the alternative of surrender or resort to arms. Seeing the uselessness of attempting resistance, he surrendered.

From this point on, the details of the story are vague. One account tells that Smith's men returned to Austin with the archives under guard of their captors and replaced the archives where they had been found. The men were served with a good supper, shared by the victors, and then left for their homes with no malice in their hearts.

The other version is that at Kinney's Fort, after the surrender had been agreed upon, Smith's men left at once for the Brazos, leaving the archives in the hands of the Austin citizens. Another colorful version pictures Smith's men taking their horses to water at the creek and then failing to return, leaving the teams and archives in the hands of the Austin citizens.

The first Archive War ended on New Year's Eve, December 31, 1842. Even though a war had been fought to keep the archives in Austin, the documents of Texas history for more than a century were stored in attics, basements, closets, warehouses, and other unsuitable places. A fire in 1845 destroyed the Treasurer's Office but fortunately there was slight loss of archival material. Another fire in 1855 in the Adjutant General's Office destroyed muster rolls of the Texas Revolution and other valuable records. When the State capitol burned in 1881 there was but a small loss of archival material, since many manuscripts were stored in vaults and a large quantity of archives had been moved to the General Land Office.

The State archives were housed in the present capitol, after its completion in 1888, in first one spot and then another. In 1951 demand for space in the capitol forced the removal of the priceless archives to the basement of the Highway Department Building. In less than five years, however, the expanding highway program in Texas "ricocheted" against the State archives. To take care of the increase in highway construction the Highway Department obtained an "electrical brain" (an I. B. M. electronic computer), and the only available place to put such a machine was that area being occupied by the archives. So in September 1956 it became necessary once again to move the manuscripts and documents of Texas history. The Highway Department continued to furnish housing for the State archives—the new home was an inconveniently located quonset hut at Camp Hubbard in northwest Austin, in the area that the Highway Department used for repair shops, testing of materials, and the like.

Many Texas citizens by this time were deeply concerned for the safety of the archives. The quonset hut assigned had already suffered one fire, and there were rumors that the manuscripts were in great danger from rats, termites, and dampness. The reaction that followed the movement resulted in what present-day historians call the second Archive War in Texas. Newspaper editors and writers; members of patriotic groups, learned societies, and historical organizations; and teachers and school children in all parts of the State raised strong and bitter protests against the treatment given to the relics of Texas' past. Using the letter-writing method that

pioneer John Welsh had employed more colorfully in writing Sam Houston during the first Archive War in 1842, irate citizens by the thousands voiced their sentiments to responsible State officials. A great number of petitions were circulated, deploring the situation of the Texas State Archives, and at least one of these contained more than 5,000 signatures.

When the legislature met in January 1957, Gov. Price Daniel called to the lawmakers' attention the deplorable housing of the State archives. Governor Daniel said:

> . . . another temporary move of the archives is highly undesirable. In my opinion one of the most priceless treasures of the people of Texas will continue to suffer damage and possible destruction as long as the archives, Texas history collection, and historical records remain housed in a quonset hut in the repair yards of the Highway Department. I visited this building several days ago and could hardly believe that the Texas Declaration of Independence, the Travis letter written in the Alamo, and many other priceless documents are crowded into a vault which is only fire resistant. The gas stoves remain on all night in the corrugated iron building, and they are so close to some of the books and records that the paper is hot to the touch, and the damage is readily apparent. I believe that every member of the Legislature who visits the repair yards of the Highway Department to see these archives will be convinced that this part of our Texas heritage deserves better treatment and that we should not allow this disgraceful condition to continue.

Members of the legislature realized there was a real possibility that unless conditions improved Texas might conceivably have no State archives within a short span of time. Before the legislature adjourned in May, the necessary funds had been provided to erect a permanent and suitable home for the Texas State archives. The new building is now scheduled for completion before the end of October of this year.

Even though the Texas State archives have not been adequately housed for more than a century, there is ample evidence that the archival materials have been utilized most advantageously by researchers. Society has received tremendously rich rewards in the writings done by Texans and others during the past century when the archives were never adequately available. The opportunities for research and writing in Texas will be brighter than ever before, now that the State archives will be housed adequately and can be made available for the most extensive possible use. Who can predict what historians and other writers will produce during the decades ahead?

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John F. X. Britt, 1917-60

By JOHN P. H. DETHMAN

Ford Motor Company

JOHN (JACK) F. X. BRITT died suddenly on April 26, 1960, at his home in Detroit, Michigan. A capable and productive practitioner in the field of records management, he began his career as a records clerk in the U. S. Department of Agriculture in June 1938. From December 1941 to August 1951 he served as records analyst in the Navy Department and as records officer for the Federal Security Agency. During that period he was active in the U. S. Interagency Records Administration Conference. Beginning in September 1951 he was responsible for the programs for records management, forms control, and office standards of the Ford Division, Ford Motor Company.

Jack was born in Washington, D. C., July 2, 1917. He received his elementary and high school education at a Brooklyn, N. Y., preparatory school. He earned his B. A. degree (1942) and his M. A. (1946) from George Washington University, Washington, D. C.

Jack never considered himself an "archivist." His professional life, however, was surrounded by the archivist's tools of the trade. His great labor of love was the American Records Management Association. In 1954 and 1955 he represented the Detroit Records Management Association Chapter in the formation of the American Records Management Association (ARMA). He served ARMA as a national officer since its organization in 1956 and was its second national president. The Detroit chapter is establishing a John F. X. Britt scholarship fund in his memory.

In the fall of 1959 Jack accepted the task of helping to organize the Society of American Archivist's 1960 program for its annual meeting to be held in Boston. Hearing of his untimely death, Program Committee Chairman Alice E. Smith wrote the following as evidence of Jack's enthusiasm for his profession and his work for the Society:

> . . . I am greatly shocked at the news. I have never met him, but, searching last fall for someone active in business records management from the Middle West, and upon the recommendation of Maynard Brichford . . . I wrote him and he accepted immediately.

Since then we've had a lively correspondence. He was delighted at the opportunity to plan sessions on records management, which he believed had been overlooked in recent sessions, and promptly circularized some three dozen specialists in the field, studied their replies, and before Christmas presented a proposed program of topics and speakers, all of which, he insisted, were merely suggestions subject to criticism and revision by the rest of the committee.

In the following weeks he was equally energetic in writing to colleagues, fitting their abilities to the program, and making the endless inevitable adjustments. When the program was finally completed, he protested my mild comment that it was rather heavily weighted in the direction of records management, but we finally agreed that records management was, at least, "well represented." Since then I have not heard from him.

I am grieved at the death of this colleague whom I have never met, and feel that the October program will in many respects be a monument to his deep interest in the profession of records management.

Colleagues who know the full story of Jack's life and works recall that he labored under the misfortune of being a diabetic. He never, however, permitted his physical problems to interfere with his determination and ability to work with speed and accuracy. He was never neutral about anything in his life. He reacted strongly to things, responded warmly to people—and they to him. With fierce energy he chose the uncharted records management problems of American industry. He was developing a new scheduling idea when his heart failed on April 26, at the age of not quite 43.

Ford's loss of Jack through his untimely death is great. Jack had only one speed: forward, high. We shall never fill the spot occupied by Jack in our programs.

Newspaper Archives

It would be a great help to historians if newspapers would keep archives of significant unprinted information, says Mr. [Allan] Nevins.

"Most American newspapers have some intimacy with the stream of events, even though it is on a small scale," he points out. "They deal with affairs for their city or state as the *Times* of London deals with affairs on the national and international level. The difficulty is that they do not bring to them, in most instances, any high sense of responsibility; and this handicaps the historian. They could keep archives, if they were not too careless or indolent."

—Dwight Bentel, "Yesterday's Paper Dead? Not to Historians," in *Editor & Publisher* (Oct. 17, 1959). Quoted by permission of the editor.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Conference Reports

Records Management; Proceedings at the Short Course in Records Management Conducted in Sydney by the Business Archives Council of Australia (New South Wales Branch), November, 1959, ed. by David S. Macmillan. (Business Archives Council of Australia, *Publication* no. 3, Sydney, New Century Press, 1960. 15 s.)

The papers presented at this three-day course fall into three categories: those providing an introduction to the records management field, those describing recent developments in data-processing equipment, and one (plus a supplement) relating to the handling of older or more traditional business archives. T. E. Sparrow of the Commonwealth Bank, who had studied records management in this country in 1958, covered the first topic in two papers, "An Introduction to Records Management" and "The Do's and Don'ts of Records Management." Two employees of I. B. M. of Australia (B. Z. de Ferranti, speaking on "Hardware for Processing Business Records," and D. S. Greatorex, on "Techniques in Information Handling") presented the second subject. David S. Macmillan, Archivist of the University of Sydney, who has contributed several worthwhile papers in this field, had the subject "The Organization of Old Business Records." H. G. McCredie's article, "Business Records Management and Accounting" (not part of the short course, but added as a supplement) considers the preservation of both the older type of business record and its modern equivalent from the point of view of the accountant.

A few of the statements that especially interested this reviewer may be noted. Sparrow makes the useful point that records are an integral part of the production process and that their real end-product is information. De Ferranti points out that data-processing machines, by calling attention to the exceptional, will help to emphasize the unique and important as opposed to the routine and recurrent. Macmillan gives several practical hints, such as that it is well to remember that early record books may sometimes have been used for different record purposes, one series beginning at the front of a record book and the other, on the blank reverse pages, starting from the back of a book. McCredie makes an interesting distinction between the terms "retention," applied to materials kept for immediate use, and "preservation," applied to records kept because of their historical or long-term significance. "It is, however, far more delightful," he writes, "to see an old record relating to an old Australian firm than it will be in 100 years time to look back on a record of 1960 consisting of 'a card with holes in it.' "

Summing up the course, one of the participants said that it had given those

who attended an awareness of the historical value of old business records as well as of the techniques of modern records management. The Business Archives Council of Australia is doing much in its various branches to promote the careful handling of business records, from creation to final preservation or disposition; and as yet, fortunately, the cleavage between current records management and archival management has not developed seriously there.

ROBERT W. LOVETT

Baker Library
Harvard University

TECHNICAL STUDIES

Preservation of Documents by Lamination, by William K. Wilson and B. W. Forshee. (National Bureau of Standards *Monograph* 5; Washington, Government Printing Office, 1959. iii, 20 p., graphs, tables. 20¢.)

This monograph will be of interest to the modern archivist inasmuch as it throws light in a simple and understandable language on the efficacy and limitations of the machine lamination process in use for archival preservation during the last 20 years or so. It has a wealth of information that may well inspire enthusiasts to experiment for new techniques or look for new materials for preservation and restoration. The field is still largely unexplored.

Observations on steps like deacidification of the document paper and reinforcement of the laminate with tissue paper confirm their use as also does the experience of workers in the field—the former to minimize degradation of paper as well as of cellulose acetate foil during the process, and the latter to add strength to the already weak document paper and to prevent shrinkage during storage. Some interesting observations to note are: (1) paper not acid free is affected during lamination, the degradation being proportional to the amount of acid present; (2) the strength of the bond increases with temperature, but unfortunately heating a film at a temperature high enough to evaporate the plasticizer may cause physical changes in the film; (3) though an unplasticized film is more stable, yet an archival film for maximum stability should have plasticizers that do not contribute to degradation, "in order to permit lamination to paper at a temperature low enough to keep degradation of the film and paper at a low level," an antioxidant to prevent oxidative degradation and an acid acceptor "like magnesium acetate to suppress the degrading effect of sulphuric acid on the film which may be there as an impurity during manufacture as well as from atmospheric contamination"—it is doubtful if any of the films used during the last 20 years meet this requirement—and (4) "a softening temperature of 114° C is desirable for an archival film."

Section 7 is devoted to special laminating methods: (1) "solvent lamination" technique, which compares favorably with the machine method using heat and pressure, should be attractive to an operator who cannot justify the cost of a laminating press, and (2) mounting on a nonwoven fabric using an adhesive necessitates consideration of stability of the adhesive and the nonwoven fabric. In other words, if a suitable adhesive can be found, the mounting of documents written on one side only may well prove to be an ideal method of restor-

ation. Solvent lamination is one such technique. In the National Archives of India rolls 30 to 40 feet long have been mounted on fine "malmal" by this process without affecting any cuts or joints in the rolls. Of the other films studied, polyethylene terephthalate has the best physical properties for archival purposes; thinner film equals the performance of acetate foil and tissue, while a thicker film equals that of cloth reinforcement. But a problem is its removal "as probability of damage to the document during removal is much greater than with cellulose acetate foil."

The requirements of an ideal film are enumerated, and on the basis of the data obtained during this study specifications have been given with the suggestion that they "always be kept as flexible as possible in order to take advantage of new development" and experience. Methods for testing the physical properties of cellulose acetate film have been detailed. New tests described are for edge tear, intrinsic fluidity (numerical value of which increases with degradation), and accelerated aging at 124° C. in flowing moist oxygen. How accurate a criterion of degradation this new technique of aging will be in comparison to baking at 100° C. at 72 hours (which has been found to be equivalent to 25 years of normal storage) is difficult to say at present because the higher temperature, unlike natural aging, may induce a breakdown in the cellulose content of the paper. The effect of light on the laminate has not been studied, presumably because of the complicated nature of the problem.

Y. P. Kathpalia

National Archives of India

Preliminary Report on Business Reporting Requirements of the Federal Government. Subcommittee on Census and Government Statistics, House Committee on Post Office and Civil Service, 86th Cong., 1st sess. (Washington, 1959. 76 p., appendixes.)

The reports that private industry must prepare for the Federal Government were the subject of a special study by one of the Second Hoover Commission Task Forces in 1955. Anyone interested in what has happened to the 169 reports that were nominated for oblivion by the Commission will find the answer in one of the appendixes of this Congressional publication. (Most of the reports are still being made.)

This preliminary report outlines the Federal statistical system, wherein over 60 bureaus, services, commissioners, administrations, boards, and other agencies have statutory authority to collect data from the public. Much of this material on prices, trends, productivity, and population has great value to the businessman as well as to his Government. Concern for the businessman, however, led Congress in 1942 to give authority to the Bureau of the Budget to coordinate and control as best it could the Federal requirements in this area.

The committee points up a fact, frequently overlooked, that many Federal agencies, though not considered statistical, nevertheless collect data from the public for administrative, regulatory, and operating purposes. As a matter of fact only 20% of the paperwork required of businesses is for statistical purposes.

This report abounds in excellent charts and case studies, which depict the

tremendous and expensive burden that Federally required reports impose upon business—at a much greater cost to business than to the agencies compiling the data. As one example, a small Pennsylvania manufacturing company, which in 1919 had submitted 6 reports, in 1951 was preparing 1,523.

The committee found the reports required of the railroads so great that it is undertaking a special study of that area. It is also concentrating on the effect of burdensome reporting on small business and recommends that this group have better representation in the coordinating and control structure. Another recommendation is that, before new reporting requirements are approved, estimates be made of the cost to respondents.

The case studies point up the need to look into the many cases of overlapping forms and those requiring the collection of similar and partially duplicate information. Nevertheless it would be easy for the records manager to deduce that the need is not so much to reduce the kinds of information being gathered, but rather to improve the recordkeeping and reporting machinery so that information can be collected more easily and at greatly reduced cost to the American economy.

EVERETT O. ALLDREDGE

Office of Records Management
National Archives and Records Service

MANUALS

North Carolina. State Department of Archives and History. *The County Records Manual*, ed. by H. G. Jones and A. M. Patterson. (Raleigh, N. C., 1960. iv, 73 p., appendix.)

The Department of Archives and History has for a number of years been assisting State agencies in the preparation of retention schedules. Upon request, it has performed a similar service for the county offices. With this background of experience and with the advice and assistance of an advisory group composed largely of local officials, the editors have prepared this *Manual*, which "is designed to serve as a guide for county officials in North Carolina in matters pertaining to the retention and disposal of public records in their custody."

The *Manual* begins with a general discussion of the problems of preserving public records, especially problems arising from a constant increase in records produced. The procedures for transferring county records of historical value to the State Archives and for destroying those that are useless are described. Burial—presumably with solemn obsequies—is listed along with burning, shredding, and pulping as an effective means of destruction.

Courthouse fires alone, not to mention other losses, have destroyed valuable records in one-third of the counties in North Carolina. The State legislature in 1959 authorized an extensive program of inventorying, repairing, and microfilming county records to be carried out by the Department. The inventories will include recommendations on how long each series should be preserved. Records of permanent value will be microfilmed and security copies of the film will be stored in two separate depositories. Those that are too badly deteriorated to be microfilmed without damage will be repaired at no cost to the

county. Record custodians are authorized to transfer original records of permanent value to the State Archives and receive microfilm in exchange. It is estimated that the program will be completed in seven years.

The greater part of the *Manual* is devoted to schedules for the retention and disposal of the records of various county officers such as the board of county commissioners, the clerk of the superior court, and the register of deeds. Sample entries are:

> *41. Divorces, Records of
> Preserve permanently. After 60 years (20 years if microfilmed) may be transferred to State Archives.
> 79. Jury Tickets
> Retain 5 years, or until audited, then may be destroyed.

It is emphasized that these are recommendations only and that custodians must proceed in the manner prescribed by law before destroying records. Record series selected for microfilming are identified by asterisks.

The laws affecting county records are reproduced in the appendix.

The editors of this *Manual* are to be commended for an imaginative effort to solve a difficult problem. The idea of preparing general schedules for county records certainly merits the attention of archivists and records managers in other States. Obviously the schedules in this *Manual* will not be directly applicable but will have to be modified and adapted. They should, however, offer valuable ideas and suggestions in view of the basic similarity of many county records.

Gust Skordas

Hall of Records
Annapolis, Md.

Indexes and Indexing; Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films and Other Material, With a Reference Section and Suggestions for Further Reading, by Robert L. Collison. (2d ed.; New York, John de Graff, Inc., 1959. 200 p. $4.50.)

The reviewer had occasion a few years ago, in the course of examining several books on indexing, to read the first (1953) edition of this book. She considered it then the most rewarding practical work in the field, aside from the long-recognized standard manual, Marion Thorne Wheeler's *New York State Library Indexing; Principles, Rules and Examples* (5th ed., 1957). The second edition of Collison's work is even more rewarding because of its increased coverage; in fact the reviewer considers it the best existing introduction to all phases of indexing. It is concise in wording, comprehensive in scope, and exceptionally readable because of its stimulating, flowing style, punctuated with pertinent and sometimes humorous quotations that bring a literary flavor to the development of the subject.

The author is a Fellow of the Library Association (British) and a founding member of the Society of Indexers (established in London in 1957). Since the first edition of the book, as he states, there have been great and important developments in the complex field of modern indexing. Consequently the new

edition contains several new chapters and an expansion of some former ones. The introductory pages point out the all too often underestimated value of carefully prepared indexes and give something of the history of indexing, mainly over the past two centuries. There are three main divisions. "Part One: The Indexing of Books" describes in lucid detail general principles of indexing and gives special attention to difficulties that arise in handling subject headings, personal and place names, foreign names, names of government and other organizations, alphabetizing, cross-references, and other puzzling matters. Three new chapters deal with hints for speed in indexing, the application of certain algebraic laws to cross-referencing between subjects on different levels of relationship, and fees for indexing. "Part Two: Wider Indexing" contains, in addition to the former chapters on indexing private correspondence, photographs, music and recordings, local archives, periodicals, and bibliographies, five new chapters on indexing news-film events, sound effects accompanying films, and business records, and on recent attempts to solve the problem of massive indexing by means of "coordinate" and "mechanized" indexing methods, which are not yet fully developed but are very promising. "Part Three: Reference Section" includes suggestions for handling proof, summaries of rules for indexers, evaluated references for further reading, and a new chapter giving a specimen examination for indexers. An appendix gives the constitution and rules for the aforementioned Society of Indexers. The book ends with an excellent seven-page index.

Margaret E. Flory

National Archives

Descriptions of Records

Manuscript Issue; Local History and Manuscript Collections in Illinois. (*Illinois Libraries*, 40: 275-400, Apr. 1958; Springfield, Ill., 1958.)

This special issue of *Illinois Libraries*, in a very real sense, was inspired by the former State Archivist of Illinois, Margaret Cross Norton, and is dedicated to her. The work gives a bird's-eye view of manuscript treasures in the State of Illinois and shows where they are deposited. It is an important landmark in the current movement for a better control over our nation's manuscripts.

The issue is divided into two sections. The first and larger contains separately signed articles summarizing the holdings of ten major manuscript depositories in the State, five of which are college or university depositories. These articles are highly informative and often contain references to general guides or checklists to the collections. Of special archival interest is the article on the record holdings of the Illinois State Archives. Most of the subheadings in this article identify records of the various departments of the State government. One subheading relates to county records. It identifies records (or microfilms of them) relating to the settlements before the organization of Illinois as a Territory, especially the old French settlements. The articles are not indexed. We think, however, that the inclusion of the addresses of the ten depositories would have been worth while.

The second section of the issue was prepared from the replies to question-

naires sent to the smaller college and university libraries, public libraries, special libraries, and private collectors. It consists principally of lists of the holdings. The Madison County Historical Society has impressive holdings; but it is the only county historical society included. The listing of the holdings of important private collectors is an interesting and valuable feature. An alphabetical listing of the names of the individual collections found in the second section serves as an important key to the use of research materials.

A primary objective of the issue was to stimulate interest in local history, although the publication does not pretend to cover the important municipal and county archives. The publication does more than aid the local historian; it calls attention to the location of items that originated outside the State, such as medieval documents, literary manuscripts of H. G. Wells and other authors, documents relating to Simón Bolívar and Napoleon Bonaparte, war crimes trial documents of World War II, and autograph letters of the Signers of the Declaration of Independence.

MEREDITH B. COLKET

Western Reserve Historical Society

United States Department of the Interior, Bureau of Land Management, Edward Woozley, Director. *The Public Land Records . . . Footnotes to American History.* ([Washington], Government Printing Office, 1959. Unpaged sketches, maps, photographs and reproductions of documents.)

The largest corpus of manuscript material in the United States, if not in the world, surely must be the voluminous records of the old General Land Office, now the Bureau of Land Management. The 12,000 volumes of patents, 6,000 volumes of surveys, 135,000 township plats (themselves enormously detailed), 6,750 volumes of tract books, 10,000,000 case records (some very complex and heavily documented), and countless other correspondence together constitute such a formidable source group as to frighten off young scholars. Yet, until they have been analyzed and scores of economic historians have made elaborate calculations and computations from research in them—as hosts of historians have investigated the Lincoln correspondence or the papers of the State Department—we shall have no adequate understanding of the way our nation was made.

If these records have been largely neglected by historians, they have been worked over countless times by lawyers; abstractors; representatives of title, oil, copper mining, lumber, cattle, real estate and investment companies; and hordes of settlers, land lookers, speculators, and town promoters—not to mention Government employees. This constant use has brought the records to the point of destruction. Fading ink, frayed pages, and careless custodians and public users have combined with the ravages of time to make necessary an enormous copying and synthesizing program that will ultimately have all the essential information on new and better organized records than the originals. The Bureau of Land Management must be commended for undertaking such a necessary enterprise, graphically described in this brochure. Unfortunately, the historian who may want to determine, for example, the amount and loca-

tion of land entries an individual made at a certain office, or who may be searching for information concerning the amount of land acquired respectively by small entrymen-farmers and by speculators and large scale developers, will find the new records less useful than the old—or at least so it seems to one conditioned to the old. The new records with their indexes will doubtless be useful but the old must remain essential for intensive research. One may hope that this project will not lead to discarding completely or rendering inaccessible the old records.

The sketches of the process of reproducing these extensive records are well presented in this publication, but one might wish that illustrations of the plats and tract books could have been better selected and printed in larger scale to provide some indication of their great value. That our Government does nothing to make available through printing some of the basic documents of American land history still remains a puzzle to this interested observer. Alternatively, why should not county and State historical societies and bureaus consider the possibility of publishing plats and tract notations of their communities? Joseph Schafer's *Domesday Survey* of Wisconsin, though not carried far, still remains the most impressive venture in this direction.

Paul W. Gates

Cornell University

Documentary Publications

The Adams-Jefferson Letters; the Complete Correspondence Between Thomas Jefferson and Abigail and John Adams, ed. by Lester J. Cappon. (Chapel Hill; published for the Institute of Early American History and Culture by the University of North Carolina Press, 1959. 2 vols., li, 638 p., illus., $12.50.)

No correspondence in American history is more readily recognized for its historical significance than that of John Adams and Thomas Jefferson; yet only now, a century and a third after their deaths in 1826, is their exchange of letters presented in full. Both men were conscious of the fact that posterity would be interested in their careers, and each apparently preserved all the letters received from the other. Piecemeal publication of these has been occurring for more than a century—in the various editions of Jefferson's works and correspondence, in the Charles Francis Adams edition of *The Works of John Adams*, and in Paul Wilstach's *Correspondence of John Adams and Thomas Jefferson, 1812-1826*. In addition to varying degrees of incompleteness and lack of authoritativeness, all of these editions were based largely, if not exclusively, upon retained copies (loose or in letter books, in polygraph, or in letterpress), rather than upon recipients' copies. Recipients' copies have the prime value for research, and it is these, originally filed at Quincy and Monticello, that provide the basis for the present edition.

Adams and Jefferson first met as delegates to the Continental Congress during 1775-76 and there developed a friendship that expressed itself in correspondence beginning in 1777 and continuing while Jefferson was minister

to France and Adams minister to Great Britain from 1784 to 1789, and during the 1790's while the two were closely associated in the work of the new Federal Government—Adams as Vice President and President and Jefferson as Secretary of State and Vice President. As members of rival political factions they became estranged at the end of the Adams administration in 1801 and were not reconciled until 1812, when a second period of their correspondence began and continued during their long years of retirement. Jefferson first met Abigail Adams in Paris in 1784 and corresponded with her after the Adamses had moved to London. She, however, was more deeply and permanently aggrieved than her husband at the political revolution of 1801 and after this point, except for a brief interlude in 1804, never resumed her correspondence with Jefferson on any sustained basis, even after the two men were reconciled in 1812.

A grand total of 380 letters appears in this edition: 189 from Adams to Jefferson, 140 from Jefferson to Adams, 24 from Jefferson to Abigail Adams, and 27 from her to Jefferson. The letters are arranged and printed chronologically but are grouped in chapters, for each of which the editor has provided an introduction explaining the situation of the writers at the particular period and placing within their proper setting the events and issues to which the letters refer. There is also a lengthy introduction to the work as a whole, evaluating the overall significance of the correspondence and describing the main events in the lives of Jefferson and the Adamses as these were related to one another and to the history of the period in which they lived. Thoroughness without pedantry and completeness without ostentation characterize the editor's work in the preparation of this edition. It might well serve as a model for other projects of a similar nature.

James W. Patton

University of North Carolina

Cedularios de la Monarquia Española relativos a la Provincia de Venezuela (1529-1552), estudio preliminar de Enrique Otte, tomos 1-2. (Caracas, Edición de la Fundación John Boulton y de la Fundación Eugenio Mendoza, 1959. xcii, 272, 356 p., illus.)

These two volumes present in printed form the contents of two sixteenth-century Spanish manuscript collections of royal despatches (*cedulas*) relating to the province of Venezuela. The first manuscript volume (158 folios), containing 193 documents of the years 1529 to 1535, is deposited in the British Museum (MSS/Ad. 24, 906). The second (190 folios), comprising 231 records of the years 1535 to 1552, is found in the Archive of the Indies at Seville (Section 5, Caracas *legajo* 1).

Since the manuscripts have no summaries of the subject matter of each despatch, such summaries have been provided in the index-list at the end of each printed volume, which also indicates the number given to the document and its date. These reveal the many matters that came to the attention of the Spanish sovereigns, involving decisions regarding the procedures to be carried out by the royal representatives and others engaged in the activities of the colony.

Each volume contains a facsimile of a page of the corresponding manuscript. These show the necessity for expert paleographic knowledge of sixteenth-century Spanish handwriting in order to edit the materials. It appears that the transcription has been carefully executed and that the printed volumes make available to scholars a correct reading of the documents.

To indicate the character and nature of the subjects treated, there is an extensive introduction (vol. 1, p. i-xcii), which is a summary of the types of problems that came to the attention of the monarch. It is organized under the following headings: A. The conquest and settlement of Venezuela, subdivided into the constitution of the rights, laws, and obligations, and the rewards of colonization. B. The defense of Venezuela. C. Ecclesiastical administration. D. The Royal Treasury. In the treatment specific references are made to the pertinent despatches. This introduction, together with the indexes, serves to give a good picture of the activity of the Spanish crown with respect to the administration of Venezuela during its early years.

The publication of these volumes is the joint effort of the John Boulton Foundation and the Eugenio Mendoza Foundation, both devoted to the development and promotion of historical activities in Venezuela. These volumes, because of their character and the nature of their editing, are a valuable contribution to Venezuelan historiography and will be most useful to scholars interested in the early years of that Spanish colony.

Roscoe R. Hill

Washington, D. C.

Acotaciones Bolivarianas: Decretos marginales del Libertador (1813-1830), ed. by Manuel Perez Vila. (Caracas, Fundación John Boulton, 1960. xx, 323 p., illus.)

In connection with the celebration of the sesquicentennial of the independence of Venezuela from Spain, many important volumes regarding the period of independence are being published in that country. The John Boulton Foundation has prepared this one containing a collection of documents that passed through the hands of Simón Bolívar. They consist of petitions and requests that came to him during the years 1813 to 1830, when he was the leader of the movement for independence. It should be observed that the majority of the documents are of the years 1818-1821.

The documents selected for this volume have the special feature that on the margin there is written the decision reached by Bolívar, after the secretary read it to him, which bears his signature. Thus these marginal notes serve to reveal the thinking and the attitude of Bolívar on the many problems that were presented to him by individuals—both high and low—communities, and authorities that were engaged in the movement for independence. The requests relate to all kinds of subjects. As Bolívar went through the country

> the inhabitants of the various regions presented petitions to him in which they requested a favor, a promotion, a job, a gift, or asked for justice, or set forth the necessities of their community. The native and the landholder, the official and the soldier, the slave and the farmer, the widow and the orphan, the artisan and the merchant,

the magistrate and the functionary, the priest and the teacher, the prisoner and the needy person, all addressed themselves to him in search of direction, aid, counsel or justice.

The documents are arranged chronologically by the date of Bolívar's signature. Each has a heading indicating the name of the petitioner and the subject matter. The volume serves to present a special feature of the thinking and activity of Bolívar and thus is a valuable contribution to Venezuelan historiography. The John Boulton Foundation has rendered a distinct service to the celebration of the sesquicentennial of the movement for independence.

Roscoe R. Hill

Washington, D. C.

The Papers of Lucullus Virgil McWhorter, comp. by Nelson A. Ault. ([Pullman, Wash.], Friends of the Library, Washington State University, 1959. 144 p., illus. $2 to Friends of the Library, $3 to nonmembers.)

Lucullus Virgil McWhorter (1860-1944), native of the frontier country of West Virginia, was a successful livestock farmer in that State and in Ohio before he settled on a ranch near North Yakima, Washington, in 1903. He was also a self-trained archeologist, ethnologist, student of Indian cultures, and writer, who amassed a collection of several hundred thousand pieces of manuscript, pictorial, and printed material reflecting these interests. Particularly large amounts of material concerned his study of the Nez Percé Indian War of 1877 and his efforts to preserve valuable land and water rights of the Yakima Indians.

As the compiler points out in an informative introduction, Mr. McWhorter failed to assemble or arrange the materials in a systematic way, perhaps because of his lack of formal training. After his death a son, Virgil O. McWhorter, brought together the whole, keeping the arrangement his father had given the materials, and presented the collection to the State College of Washington Library. The library also preserved this arrangement and assigned numbers—from 1 to 1,643—to items that may consist of a single piece, a folder of correspondence and clippings, or an envelope filled with photographs.

Mr. Ault's task of producing a guide to this mass within the framework of the numbering system was obviously not easy. He has attempted to describe "as many items as reasonable considerations of space will permit" by dividing the numbered sequence into 29 sections that contain materials of like form or related subject matter, writing an introductory headnote to each section and then describing all or selected parts of each item in its numerical order. He has deviated from this pattern only in treating Mr. McWhorter's library, which forms three sections; within each of these he has rearranged and listed the items alphabetically by author, placing the library's item number in brackets at the end of each entry. A name and subject index to all but the library sections is keyed to the item numbers.

Surely this calendar would be easier to use if the names of persons mentioned within a given item had been presented in alphabetical order. If the number of pieces as well as the number of pages within an item had been indicated, the

user could know what proportion of the material has been described in detail. The guide will nevertheless be of real assistance to those who consult the McWhorter collection.

DOROTHY S. EATON

Manuscript Division
Library of Congress

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Belgium. Rijksarchief te Brugge. *Inventaris van het Archief der Proosdij van Sint-Donaas te Brugge,* door Jos. Marechal. Brussel, 1960. xii, 82 p.

Canada. Public Archives. Manuscript Division. *Preliminary Inventory, Manuscript Group 27, Political Figures, 1867-1948.* Ottawa, Queen's Printer and Controller of Stationery, 1960. 64 p. 50¢.

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De Ricci, Seymour. *English Collectors of Books & Manuscripts (1530-1930) and Their Marks of Ownership.* Bloomington, Ind., University Press, 1960. ix, 203 p. $5. Reprint of 1930 edition.

Federation of Nigeria. *Second Report of the Department of National Archives 1957-58.* Lagos, Federal Government Printer, 1960. 15 p. Processed.

India. National Archives. *Browne Correspondence,* ed. by Krishna Dayal Bhargava. (*Indian Records Series.*) Delhi, India, Manager of Publications, 1960. vi, xii, 363 p. Rs. 15 or 23s. 6d.

New-York Historical Society. *Annual Report of the New-York Historical Society for the Year 1959.* New York, 1960. 123 p.

Pilpel, Harriet F., and Goldberg, Morton David. *A Copyright Guide.* New York, R. R. Bowker Co. in cooperation with the Copyright Society of the U.S.A., 1960. 40 p. $2.

Radcliffe College. *The Women's Archives Radcliffe College, 1960.* [Cambridge, Mass.?] n.p., n.d. [11] p.

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U. S. Library of Congress. General Reference and Bibliography Division. *A Guide to the Study of the United States of America; Representative Books Reflecting the Development of American Life and Thought,* comp. under the direction of Roy P. Basler by Donald H. Mugridge and Blanche P. McCrum. Washington, Government Printing Office, 1960. xv, 1193 p. $7.

Abstracts of Foreign Periodicals

LESTER K. BORN, *Editor*

Library of Congress

GERMAN DEMOCRATIC REPUBLIC

Archivmitteilungen, VOL. 8 (1958), NO. 2.

Zum V. Parteitag der Sozialistischen Einheitspartei Deutschlands (The fifth convention of the Social Unity Party of Germany). P. 37.

Since the merging in April 1946 of the Communist Party with the Social Democratic Party into the Social Unity Party of Germany (SED) significant revolutionary changes have occurred in the lives of the people of the German Democratic Republic. The antifascist democratic order has changed to rule by the proletariat, and party days and party conferences of the working class have been significant milestones in demonstrating the superiority of communism over capitalism. The workers, the farmers, and the intelligentsia are aware that the Fifth Party Day of the SED, to be held July 10-16, 1958, will affect all of their lives. Archivists, too, are aware of this, for the rapid development of the state archival system would not have been possible without the positive action taken by the SED. Archivists of East Germany know that from the Fifth Party Day decisions will be forthcoming for strengthening the Worker and Farmer State, for securing victory for communism in Germany, and for union of the two Germanies. The archivists of the German Democratic Republic greet the delegates of the Fifth Party Day and wish them success.

NEUSS, ERICH, *Das betriebsökonomische Schriftgut und seine archivalische Bedeutung. Ein Diskussionsbeitrag* (The records of industrial management and their archival significance. A contribution to discussion). P. 38-43.

The author defines *Betriebsökonomik* as the science of industrial management, particularly in the producing industries rather than in services. Communist-controlled industrial managements have proved themselves best for study, since they have produced the most varied records. The teaching of industrial management belongs in the archival science school because an understanding of the records and a knowledge of what is contained in them are prime requisites. The records of industrial management are (1) organization documents, which include basic documents such as charters, statutes, work regulations, organization and function charts, also space plans, surveys for organizational improvement, and management rules and regulations; (2) records pertaining to planning and performance in production; (3) records pertaining to the acquisition, use, and disposition of materials; (4) records pertaining to standards for work and for use of materials and machines; (5) bookkeeping records; and (6) cost-accounting records. A bibliography of ten German publications (1953-1956) is appended.

HAMANN, MANFRED, *Ordnungsarbeiten an Beständen des mecklenburgischen Innenministeriums* (Arrangement work on the records of the Mecklenburg Ministry of the Interior). P. 43-46.

Although the principle of provenance provides an accepted key to records arrangement, it is not the final answer to exceptional cases. The records of the Mecklenburg-Schwerin Ministry of the Interior, established in 1849, are one such exception. Until 1945 many of the records were maintained separately in several record offices under the control of administrative personnel. Individual documents were not given registry numbers but were given key words and filed under a subject arrangement. The

records received from 1890 to 1956 were in the main unarranged, and the finding aids accompanying them were useless with one exception. The Ministry's records for the 1930's had been decimated by the destruction of World War II. In accordance with the 1952 administrative reforms in the German Democratic Republic, an "ideal" arrangement in fifteen groups was created. The arrangement, cataloging, and shelving of the records in accordance with this plan was undertaken by two archivists assisted by several clerical employees. Nine preliminary inventories, prepared during 1956-57, describe the 25,000 folders in the repository.

RÖSLER, INGO, *40 Jahre Zentralisierung des sowjetischen Archivwesens* (40 years of centralization in the Soviet archival system). P. 47-50.

A facsimile of the "Decree Pertaining to the Reorganization and Centralization of the Archival System in the Russian Soviet Federated Socialist Republic," signed by Lenin at Moscow on June 1, 1918, followed by a German translation of the 12 clauses of this decree. The most important are: all archives in government offices are henceforth the archival *fonds* of the national state; the direction of this *fonds* is assigned to the Main Administration for the Archival System; separate portions of the national archival *fonds* will be unified in accordance with the principle of centralization of records; and the Main Administration is subordinate to the People's Commissariat for Educating the Public. The author says that the cornerstone of this decree (the establishment of a unified state archives under central control) remains the cardinal point of Soviet archival administration. He also mentions other decrees by Lenin, including one that made the personal papers of deceased Russian authors, composers, artists, and scholars the property of the state, and another that created a commission to collect and study the materials pertaining to the history of both the October Revolution of 1917 and of the Communist (Bolsheviki) Party of Russia. During the following 40 years other Soviet decrees solved all basic problems of archival organization and made the National Soviet Archives an effective institution.

SCHRECKENBACH, HANS-JOACHIM, *Das Archiv der sächsischen Gesandtschaft in Berlin* (The archives of the Saxon legation in Berlin). P. 50-58.

This article is divided into two parts: The first gives the history of the Saxon legation at Berlin; the second, in two sections, describes the records from the end of the seventeenth century to 1831 and those from 1831 to 1936.

During the second half of the sixteenth century the modern legation system was established by the Electorate of Saxony, and Berlin, in Brandenburg, was one of the vital posts. In the decades that followed the defeat of Napoleon, the Saxon legation assumed, in addition to political and diplomatic activity, new and important economic responsibilities. In 1866, when Prussia in a four-month war defeated Saxony, the latter lost much of its political independence, and its legation concerned itself mainly with internal German affairs. During the years of the North German Federation, the German Reich, and the Weimar Republic, the Saxon envoy was not only the minister at Berlin but also the plenipotentiary of Saxony in the Bundesrat (later Reichsrat). In 1932, as an economy measure, Saxony abolished its legation in Berlin.

During the sixteenth and seventeenth centuries the Saxon envoys to Berlin were instructed to deposit their records with their superior, the Privy Councillor. Many envoys, however, kept their papers themselves. By the early part of the eighteenth century a record office became part of the legation and eventually the records were deposited in the Secret Cabinet Archives in Dresden. Approximately 430 Berlin legation documents, dated from the end of the seventeenth century to 1831, were accessioned, arranged by subject, and widely scattered and interfiled with nonlegation documents. The author withdrew these documents, carded them, and arranged his cards in groups so as to reestablish the provenance. He discovered eight distinct groups whose interrelationship or lack of relationship is explained. The archives dated after 1831 are well arranged and provided with a detailed guide. Up to 1866 the records are arranged in proper series sequence as despatches, reports, and business correspondence. Incoming and outgoing registers, administrative histories, and an alphabetical catalog to the contents of individual documents complete the picture.

After 1867, however, a subject arrangement was installed, although some of the records, such as the political reports, were continued as series.

BRACHMANN, BOTHO, *Der Stand der Ausbilding an der Fachschule für Archivwesen* (The state of training in the Institute for Archival Science). P. 58-59.

The Fachschule für Archivwesen at Potsdam, founded by the state in 1955, has a two-year course for the training of intermediate level archivists. The first class graduated in 1957. All 16 candidates who took the state examination passed in 4 technical fields and in 3 languages (Latin, French, and Russian). All were given positions in the state archives of the German Democratic Republic. The second class, now in session, has 25 students enrolled, 19 of whom are women. The courses include on-the-job training at both the German Central Archives at Potsdam and the Main Archives of Land Brandenburg.

FALK, GEBHARD, *2. Arbeitstagung der wissenschaftlichen Archivare der Deutschen Demokratischen Republik* (Second annual meeting of the professional archivists of the German Democratic Republic). P. 59-60.

The meeting, held on May 6 and 7, 1958, at Meissen, Saxony, opened with an exhortation to apply the principles of Karl Marx to archival science and closed with a unanimous vote to oppose actively the danger of atomic war. In between, "Archival theory and archival publications in France" and "Arrangement principles in the Main Archives of Land Saxony" were discussed. Forty-five archivists attended.

SCHETELICH, EBERHARD, *Forschungen zur Geschichte der örtlichen Arbeiterbewegung* (Research pertaining to the history of the workers' movement at the local level). P. 60-61.

During 1953 the State Archival Administration of East Germany directed that all records in the large state archives pertaining to the history of the German workers' movement be identified. In 1955 the same work was begun in the archives at the local level. On April 10-11, 1958, a conference attended by representatives of the district committees responsible for this work was held in Berlin. Two subjects were discussed: the significance of the 40th anniversary of the November Revolution of 1918 and the founding of the German Communist Party—a survey of the work of SED-appointed district committees, whose members (with the assistance of archivists at Land, county, and city archives) devoted themselves to research advantageous to the party.

BÖRNERT, GOTTFRIED, *Archivalienausstellung in Leipzig* (Archival exhibit in Leipzig). P. 61-62.

"Yesterday and Today" was the theme of the archival exhibit held in Leipzig, November 9-December 1, 1957. This included significant documents, press clippings, photographs, and industrial records portraying the economic and social development of the city. Examples were the development of the Leipzig Consumer's Cooperative and the opening of its first stores in 1864; the evolution of the Leipzig Fair from 1778 to 1957; a Pinkerton Detective Agency report, made during the Weimar Republic and sent to a Leipzig firm, offering to name the communists employed; and the basic regulations promulgated by the Sozialistische Einheitspartei Deutschlands (SED) on July 5, 1955, pertaining to improving research and the teaching of history in the German Democratic Republic.

Literaturbesprechungen (Reviews). P. 62-68.

Tagungen der Historikerkommissionen (Meetings of historical commissions). P. 68.

The fourth meeting of the German-Polish Historical Commission was held May 9-11 in Cracow, Poland. Members discussed, in a critical vein, research pertaining to the East (*Ostforschung*) being conducted by the West Germans, and also "The Planned Publications of Documents pertaining to the History of Silesia." ¶ The third meeting of the German-Soviet Historical Commission was held May 16-22 in Moscow. Members discussed the status of historical research in East Germany and in the U.S.S.R.,

and research pertaining to the history of World War II. ¶ The seventh meeting of the German-Czechoslovak Historical Commission was held in Hiddensee and in Berlin May 31-June 3. A paper about the role played by the Philistine democrats in the Revolution of 1848-49 was read, and plans for the future were discussed. ¶ The fourth international conference of the Archives Round Table was held May 20-22, at Wiesbaden, West Germany. The three themes discussed were: "Archives and the History of Literature," "Archives and Geographical Studies," and "The Significance of Archives for the Peoples' Economy."

Archivmitteilungen, VOL. 8 (1958), NO. 3.

NISSEN, WALTER, *Die archivalische Quellenlage zur Erforschung der Geschichte der Novemberrevolution 1918* (Archival sources for research on the history of the November Revolution of 1918). P. 69-76.

Thorough research on the November Revolution should be undertaken not only because of historical interest, but also to determine political responsibility for the developments in Germany during the last 40 years. For published sources the author suggests magazines and newspapers of 1918-19. A large clipping collection in the Press Archives of the Press Division of the German Foreign Office is now housed in the Zentralarchiv (Central Archives), Potsdam.

Essential for any study of the November Revolution is research on the system of workers, soldiers, and farmers councils (*Rätewesen*), which operated in Germany during the period November 1918-July 1919. The record groups in the Zentralarchiv which contain information about these councils include the Reichskanzlei (Reich Chancellery), the Reichsministerium des Innern (Reich Ministry of the Interior), Rat der Volksbeauftragten (Council of the Peoples' Plenipotentiaries), Arbeitsministerium (Ministry of Labor), Finanzministerium (Ministry of Finance), Reichs Justizbehörden (Reich Justice Authorities), and the Informationstelle der Reichsregierung (Information Office of the Reich Government). Significant items in the Zentralarchiv Division at Merseburg are among the records of the Prussian Staatsministerium (Ministry of State) and Ministerium des Innern (Ministry of the Interior). The Landeshauptarchiv (Main Archives) of Land Saxony at Dresden contains valuable documents pertaining to the system of councils, because of the concentrated industry and large proletariat in Saxony. The records of the Saxon State Chancellery and the Ministry of the Interior should also be consulted. The municipal records must also be reviewed, since as late as February 1919 there were 90 cities and villages where Workers and Soldiers Councils still existed. The study of the struggle for political power between these new councils and the old municipal councils is most important.

SCHLECHTE, HORST, *Quellen zur Frühgeschichte der deutschen Arbeiterbewegung in französischen Archiven* (Sources in French archives pertaining to the origins of the German workers' movement). P. 76-81.

Little is known about the first autonomous German labor movement, which originated with the founding of the League of the Just (Bund der Gerechten) in Paris in 1836 and ended with the dissolution of the League of Communists (Bund der Kommunisten) in 1852. Bourgeois historians have ignored this movement, while Marxist historians themselves have not thoroughly evaluated the pertinent documentation. Historians in Germany have done little work of substance because the German sources are only tertiary.

Because of autocracies existing in the German states, social-minded German tradesmen left their native land from the 1820's through the 1840's and migrated to France and Switzerland to form workers' groups. The most effective group and the one that gave to the workers' movement its philosophy, organization, and direction was in Paris under the leadership of Marx, Engels, Weitling, Schapper, Bauer, and Everbeck. The members of the movement were under continual surveillance by the French police, and one by one the leaders were exiled from France. The network of the League of Communists had already spread, however, to southern France, Switzerland, England, Belgium, and Gemany.

There is little information about activities of the German worker-emigrants before 1860 among the records of the French national departments because of the wholesale destruction of these records during the latter half of the nineteenth century. More fertile grounds for searching are the French provincial archives and the records of private persons, of which some are in the French National Archives in Paris and some in the archives of the French provinces. As an example of the kinds of records that may be uncovered through intensive search, a police agent's report, prepared during the summer of 1845 and dealing with the origins of the League of German Communists in France and its propagandistic effectiveness since the mid-1830's, is discussed in detail.

SCHMIDT, GERHARD, *Die Ordnungsmethoden innerhalb der Archivorganisationstypen* (Methods of arrangement within the different types of archival organizations). P. 81-84.

The author, who has studied the arrangement of records used in several archives during the past several centuries, finds no clear-cut answer to the question, "Does an archives have its records arranged in accordance with the principle of provenance or according to subject?" Most archives having centuries-old records as part of their holdings have a mixture of both arrangements. Custodians of records during the eighteenth century, though unaware of a provenance "principle," often left the records in the same order in which they had received them. This was true in France and especially in Italy. In Germany, during the seventeenth and eighteenth centuries, custodians of records usually arranged the records only when the initial arrangement had been destroyed or was so bad as to preclude the possibility of use of the records. The rise of central or national archives after the French Revolution helped to strengthen the acceptance of arrangement of records according to provenance. It was found more convenient to use the finding aids of the record-creating agency than to rearrange the records. The founding of central archives occurred along with modern reorganization of governments, and out of this reorganization came better records administration. Consequently, at the time the principle of provenance became known and accepted, it was strengthened by the good systems of arrangement created and used by the government agencies.

GRINGMUTH-DALLMER, HANNS, *Neue Bereiche der Auswertung der Archive. Bericht über die 4. Internationale Konferenz der "Table Ronde des Archives"* (New areas of utilization of archives. A report on the fourth international conference of the Archives Round Table). P. 84-86.

The fourth international conference of the Archives Round Table met at Weisbaden, West Germany, May 20-22, 1958, with 38 participants representing 20 countries. The language of the conference was French. The main theme was discussed under three subheadings, each on one of the three days of the conference. The first, "Archives and the History of Literature," brought spirited discussion on who should have custody of literary records, the librarian or the archivist. The second, "Archives and Geographical Studies," covered the use of geographical files in fields other than geography, the arrangement and cataloging of maps, and whether maps should be in the custody of an archives or a library. The third, "The Significance of Archives to a Political Economy," emphasized that the use of records in economic and political planning and administration is much more extensive in Communist countries than in countries with other forms of government.

KOCH, HELLMUT, *Konservierung und Restaurierung von Wachssiegeln* (Conservation and restoration of wax seals). P. 86-89.

The unusually high value placed on existing wax seals requires repeated checking on their condition and special care in their maintenance. Wax seals deteriorate rapidly because of improper mixture of the ingredients, because of attack by microorganisms, and because of excessive heat or moisture. They are easily broken. Dust should be removed with a soft brush; if the seal is very dirty, then soapy water can be applied with a light brush. Wax seals should not be covered with wadding, paper, or leather because these will draw moisture to the seal. Microorganisms in a seal can be de-

stroyed by using a quartz-lamp. Broken seals can be patched with a paste made from beeswax and other ingredients. In order to preserve rare seals it is best to make a negative copy from which positives can be made for research or exhibition use.

KLEINDT, MANFRED, *Die Siegelfotografie in der Archivpraxis* (The photographing of seals as an archival practice). P. 89-93.

Experiences, practices, and procedures of the Photographic Section of the Thüringisches Landeshauptarchiv (Main Archives of Land Thuringia) at Weimar in photographing seal impressions affixed to documents are discussed. Because seal impression stands out in relief on the document, only expert arrangement of light and shadow can provide an accurate and clear reproduction. This is especially difficult when the seal impression is to be photographed along with the document on which it is impressed. Rudolf Matthes of the Thüringisches Landeshauptarchiv, a pioneer in this kind of photography, first produced a plaster cast from the seal impression, then modified the contours by judicious use of beeswax and paint, then photographed the plaster cast, placed the photograph of the cast on top of a photograph of the document to which the seal impression was attached, and then took the final picture. Today, plaster casts are made only in exceptional cases. Special photographic equipment now makes it possible to photograph the seal impression directly by using talcum powder and water colors on the impression and by lighting to eliminate shadows. The author describes his method and techniques. Four illustrations of photographs obtained by several of the techniques described appear in the article.

SCHETELICH, EBERHARD, *25 Jahre Landesarchiv Bautzen* (The 25th anniversary of the Land Archives at Bautzen). P. 93-95.

On June 10, 1958, a meeting was held at Bautzen, Saxony, to celebrate the 25th anniversary of the Landesarchiv, which in 1933 was established as the Staatliches Zweigarchiv (State Branch Archives) for Oberlausitz. The records in the repository reflect the history of Oberlausitz, containing most of the administrative, court, and land records, all well organized and totaling 2,500 linear meters. These are described in the *Übersicht des Sächsischen Landeshauptarchivs Dresden* (Guide to the Saxon Main Archives at Dresden).

LÖTZKE, HELMUT, *Drei Jahre Historikerkommission der DDR und ČSR* (Three years of the German Democratic and Czechoslovakian Republics' Commission of Historians). P. 95-96.

The constantly growing cooperation between communistic countries in the fields of politics, economy, and culture has led to a closer relationship in the fields of historiography and archival science. The prototype of the joint commissions of historians was the German Democratic and Czechoslovakian one, established in the spring of 1955. Later the German-Polish and the German-U.S.S.R. commissions of historians followed. The commission is composed of historians and archivists who meet semiannually to exchange views, plans, books, records, bibliographies, finding aids, articles, reports, lectures, and translations. Trips and exchange visits by professionals and students are included in the program. Special emphasis is placed on cooperation in the preparation of university textbooks pertaining to German, Czech, and Slovakian history so that students are made aware of historical problems shared in common. The main goal of these efforts is to publish joint scientific studies showing the common traditions that both countries have shared in the past. The first result of such publication is a 600-page volume, *Aus 500 Jahren deutschts-chechoslowakischer Geschichte* (500 years of German-Czechoslovakian history), which comprises essays written by 14 historians and archivists.

WÄCHTER, JOACHIM, *74. Jahresversammlung des Hansischen Geschichtsvereins* (The 74th annual meeting of the Hanseatic Historical Society). P. 96-97.

Literaturbesprechungen (Reviews). P. 97-100.

HERMAN G. GOLDBECK

National Archives

News Notes

DOROTHY HILL GERSACK, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Twenty-Third Annual Meeting

Local Arrangements Chairman Richard D. Higgins and Program Chairman Alice E. Smith have completed their plans for the Society's annual meeting, to be held in Boston, October 4-7. Those who attend may register at meeting headquarters (Somerset Hotel, 400 Commonwealth Ave.) as early as October 4 if they wish to participate in the workshop-clinic of October 5. The formal program (October 6-7) will include sessions on *training in records management, records management practices and information retrieval, archival reference service*, and *town records*; a luncheon address on *Massachusetts manuscripts*; a report (also at a luncheon meeting) on the *Fourth International Congress on Archives*; several *guided inspections of university archives and libraries in the Boston area*; and a *demonstration of the tape-recording project of the Harvard Business School.* The *presidential address* will be delivered at the dinner meeting of October 6.

New Members

Individual: Austin A. Connell, Great Neck, N. Y.; Walter G. Davis, Portland, Maine; William L. Enenbach, Omaha, Nebr.; Louis Frederick Edward Goldie, Los Angeles, Calif.; Joseph F. Halpin, Santa Fe, N. M.; Kenneth G. Hamilton, Bethlehem, Pa.; Myra Ellen Jenkins, Santa Fe, N. M.; George A. Louvris, Pittsburgh, Pa.; Wyndham D. Miles, Washington, D. C.; Alfred Philip Muntz, Fairfax, Va.; George F. Roosz, Columbus, Ohio; the Rev. Ernst W. Sihler, Minneapolis, Minn.; Francis L. Sward, Cincinnati, Ohio; Roger R. Taylor, Franklin Grove, Ill.; Arthur C. Thoms, Denver, Colo.; Harald H. Thormahlen, New York, N. Y.; Inez Waldenmaier, Washington, D. C.; David C. Weber, Winchester, Mass.; the Very Rev. John H. Westhues, Springfield, Mo. Institutional: Archives Office, DePauw University, Greencastle, Ind.; I. Albert Matkov, Boston, Mass.; Public Archives, Honolulu, Hawaii; Serials Department, University of Illinois Library; Chancery Office, La Crosse, Wis.

Committee Assignments

The following list of current committee assignments, received from the secretary's office, supersedes the list published in our April 1960 issue:

Administrative Committees

Auditing: Vincent A. Nunziato, *chairman* (Chemical Bank, N.Y. Trust, 165 Broadway, Rm. 619, New York, N. Y.); Esther C. Mallory and Elwood R. Maunder.

Local Arrangements: Richard D. Higgins, *chairman* (Commonwealth of Massachusetts, Secretary of State's Office, Boston, Mass.); William T. Alderson, Alan E. Gorham, Richard W. Hale, Jr., Olney W. Hill, Robert W. Lovett, Mary T. Quinn, John H. Shanks, Clifford K. Shipton, and Richard G. Wood; Dolores C. Renze and

Leon deValinger, Jr., *ex officio*. In addition, the following prominent persons are cooperating with the working committee: Foster Furcolo, Governor of the Commonwealth of Massachusetts; Nathan M. Pusey, Harvard University; John F. Collins, Mayor of Boston; Milton E. Lord, Boston Public Library; Joseph D. Ward, Secretary of the Commonwealth of Massachusetts; Paul H. Buck, Harvard University Library; Walter Muir Whitehill, Boston Athenæum; Donald T. Clark, Baker Library, Harvard Business School; Ralph W. Hidy, Harvard Business School; Ignatius A. Matkov, Massachusetts State Library; Stephen Riley, Massachusetts Historical Society; and Frederick J. Edmonds, First National Bank, Boston.

WALDO GIFFORD LELAND PRIZE: Lester J. Cappon, *chairman* (Institute of Early American History, Box 203, Williamsburg, Va.); G. Philip Bauer and Philip C. Brooks.

NOMINATIONS—1960: Wayne C. Grover, *chairman* (National Archives, Washington 25, D.C.); Rev. Henry J. Browne, Seymour J. Pomrenze, and Morris Radoff.

PROFESSIONAL STANDARDS: Oliver W. Holmes, *chairman* (National Archives, Washington 25, D. C.); Philip C. Brooks, Solon J. Buck, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, and Morris Radoff.

PROGRAM: Alice E. Smith, *chairman* (State Historical Society of Wisconsin, Madison, Wis.); William T. Alderson and Robert W. Lovett.

PUBLICITY: Edward N. Johnson, *chairman* (Office of Records Management, National Archives and Records Service, Washington 25, D.C.); Olney W. Hill and George E. Warren.

RESOLUTIONS: Howard W. Crocker, *chairman* (State Education Dept., Albany 1, N.Y.); Margaret C. Pierson, Marion Pratt, and Charles Shetler.

Ad Hoc Committees

LONG RANGE PLANNING: Oliver W. Holmes, *chairman* (National Archives, Washington 25, D.C.); Herbert E. Angel, Robert H. Bahmer, Julian P. Boyd, Christopher Crittenden, William D. Overman, Ernst Posner, and Morris Radoff.

CIVIL WAR CENTENNIAL: H. G. Jones, *chairman* (Department of Archives and History, P.O. Box 1881, Raleigh, N.C.); Charlotte Capers, Sidney Forman, Dallas Irvine, Nyle H. Miller, William J. Petersen, Robert T. Quarles, Jr., Clement M. Silvestro, and Richard G. Wood.

Technical Advisory Committees

AUDIO-VISUAL: John M. Flory, *chairman* (Eastman Kodak Co., 343 State St., Rochester 4, N.Y.); Hermine Baumhofer and Elwood R. Maunder.

BIBLIOGRAPHY: Lester K. Born, *chairman* (Manuscript Section, Descriptive Cataloging Division, Library of Congress, Washington 25, D.C.); William S. Ewing, Ernst Posner, and Grace Quimby.

BUILDINGS AND EQUIPMENT: Victor Gondos, Jr., *chairman* (National Archives, Washington 25, D.C.); Everett O. Alldredge, Leon deValinger, Jr., and Dorman H. Winfrey.

MANUSCRIPTS (Joint): Philip M. Hamer, *chairman* (National Archives, Washington 25, D.C.); Francis L. Berkeley, Jr., Lucile Kane, Watt P. Marchman, Howard Peckham, and Alice E. Smith.

MICROFILMING: Richard W. Hale, Jr., *chairman* (352 Hammond St., Chestnut Hill 17, Mass.); Howard W. Crocker, Albert H. Leisinger, Jr., and Dorothy K. Taylor.

PRESERVATION METHODS: Gust Skordas, *chairman* (Hall of Records, Annapolis, Md.); Wallace Bulpitt and Dale Fields.

RECORDS MANAGEMENT: William L. Rofes, *chairman* (Olin Mathieson Corp., 460 Park Ave., New York 22, N.Y.); Everett O. Alldredge, Rex Beach, John T. Caton, Belden Menkus, Thornton W. Mitchell, Robert A. Shiff, and Thomas Wilds.

Special Area Committees

BUSINESS RECORDS: Irene M. Strieby, *chairman*, and Helen L. Davidson, *asst. chairman* (both Eli Lilly & Co., P.O. Box 618, Indianapolis, Ind.); William Benedon, A. A. Deter, James Katsaros, Robert W. Lovett, and William D. Overman (advisory member).

CHURCH RECORDS: August R. Suelflow, *chairman* (801 De Mun Ave., St. Louis 5, Mo.); Mabel Deutrich, Melvin Gingerich, and Rev. Pascal M. Varieur.

COLLEGE AND UNIVERSITY ARCHIVES: Philip P. Mason, *chairman* (Wayne State University, Detroit, Mich.); Helen L. Chatfield, May Dornin, Dorothy G. Harris, and William Wallace.

FEDERAL-STATE RELATIONS: Sherrod East, *chairman* (2312 N. Vernon St., Arlington, Va.); Philip C. Brooks, Robert M. Brown, Lewis J. Darter, Olney W. Hill, and Morris Radoff.

INTERNATIONAL RELATIONS: Ernst Posner, *chairman* (American University, Washington, D.C.); Philip Brower, Robert Claus, David C. Duniway, and Dorothy B. Weske.

LABOR UNION RECORDS: Paul Lewinson, *chairman* (1718 Army-Navy Dr., Arlington, Va.); Rev. Henry J. Browne and Morris Rieger.

MUNICIPAL RECORDS: Charles E. Hughes, Jr., *chairman* (162-A City Hall, Philadelphia, Pa.); James Katsaros, John Kerstetter, Lawrence J. LeGuennec, and Charles F. Poole.

STATE RECORDS: Robert M. Brown, *chairman* (613 State Office Bldg., St. Paul 1, Minn.); William N. Davis, Jr., Bruce C. Harding, Lola M. Homsher, H. G. Jones, Gust Skordas, and Leon deValinger, Jr. (advisory member).

MINUTES OF THE COUNCIL

New York City, April 19, 1960

The spring Council meeting was called to order on April 19 at 10:00 a.m. by President Mary Givens Bryan in Room 1434 of the Statler-Hilton Hotel, New York City. All officers, the editor, and Council members Wayne C. Grover, Herman Kahn, and W. Kaye Lamb were present. Lucile Kane and Thornton W. Mitchell were unable to attend.

Mrs. Renze, secretary, read the minutes of the December 29, 1959, meeting. There being no corrections or additions, the minutes were approved.

By invitation of the president, Richard D. Higgins, chairman of the 1960 Local Arrangements Committee, was granted an opportunity to report briefly on progress of plans for the meeting in Boston in October. Since the formal program outline was not available to him he could report only tentatively on events. However, registration will commence on the afternoon of October 4. The workshop-clinic will take place on October 5. (Mrs. Renze will be responsible for the development of this session in cooperation with the chairmen of the following committees: Business Records, Church Records, and Records Management.) On the late afternoon of the 5th there will be a tour of the Massachusetts State Archives, followed by a reception at the Colonial Society of Massachusetts. The last Council meeting for 1959-60 will take place at 8:00 p.m. that evening. The annual dinner will be held on October 6. On Friday, October 7, reports will be heard from delegates to the Fourth International Congress on Archives and the afternoon will be devoted to a field trip to Harvard University, Baker Library, and Widener Library. Mr. Higgins

said that Robert Lovett of Baker Library is keeping in touch with him on programing.

It was generally agreed that an early summer mailing would be made of materials pertaining to the annual meeting but that in the interests of economy no distribution of the printed program would be made. The editor stated that Mrs. Renze had provided him with an announcement of the meeting and a form for members to complete and return to the secretary. This will go out with the July issue of the *American Archivist.*

Mrs. Renze commented for the record that the Society should be more keenly aware of the need for adequate publicity at annual meetings and expressed the hope that the Publicity Committee chairman for 1959-60 would be active in cooperating with Mr. Higgins so that informational material relating to the Society meeting and program, its members, and its activities would be made available to the press. Edward N. Johnson (of OCDM but to become a member of the staff of the National Archives and Records Service after July 1) is the Society's publicity chairman. Mr. Higgins withdrew from the meeting, his mission having been completed.

The regular order of business was resumed with the president reporting on the following:

1. A proposal by Walter Muir Whitehill that the annual address of the president be delivered from the pulpit of the Old South Church Meeting House: Brief discussion of the proposal revealed that although Council thought well of the innovation, difficulties of transporting a large audience and the interruption by travel from one place to another would make this impractical. Appreciation was voiced for Mr. Whitehill's invitation.

2. Fourth International Congress on Archives at Stockholm: Mrs. Bryan reported that she will be unable to attend as the Society's delegate. Mr. Grover asked if the required report had been submitted by the Society. The secretary said that this had been done by her in January (as directed by the Council) and that supplemental details on the various State archives had been transmitted in the form of a microfilm copy of the report of the State Records Committee for 1958-59, as edited by H. G. Jones.

3. A letter in draft form submitted by Ernst Posner, as chairman of the Committee on International Relations, was discussed. It related to plans for working with a committee on the sources for Latin-American history. Concurrence by the Council was granted for the president to endorse Mr. Posner's proposed letter, with the understanding that details of this International Council on Archives project would appear in the July issue of the *American Archivist.* [*Editor's note*: see *American Archivist,* 23:363-366.]

4. Mrs. Bryan also noted that a report had been received from Charles E. Hughes, Jr., and Leonidas Dodson, who represented the Society at the 64th annual meeting of the American Academy of Political and Social Science, April 8-9, at Philadelphia.

5. Other meetings to which members of the Society have been delegated to represent the Society are:

a. Meeting in Washington, D. C., on May 9, a group of associations, councils, etc.—a continuation of the Cooperstown meeting in 1959 called by the American Association for State and Local History, American Museum Association, and other groups, to explore problems of mutual interest: Mr. Munden designated.

b. Conference on Science Manuscripts, May 5-6, Washington, D. C.: Nathan Reingold designated.

c. The Statistics Subcommittee of Sectional Committee Z-39 (American Standards Association): Seymour J. Pomrenze designated.

The report of Vice President Philip M. Hamer on plans for the December joint luncheon meeting of the Society and the American Historical Association disclosed that Walter Muir Whitehill of Boston will be the Society's speaker. His topic will be "In my Father's House Are Many Mansions." Mr. Hamer requested that announcement of this be carried in the July issue of the *American Archivist*. He also reported that, as president-elect, he is proceeding with plans for the 1961 annual meeting, which will mark the 25th anniversary of the Society of American Archivists.

Mr. deValinger next made the treasurer's report. A distribution of copies of the quarterly financial statement was made to the Council and the original copy was filed with the secretary for the record. Mr. deValinger announced that in order to defray the cost of publishing the *General Index to the American Archivist* it was necessary to close out the Evans savings account in Akron, Ohio. The treasurer remarked that gradual recovery of these funds could be made as the sale of the *Index* progressed. However, the advance orders have not been so extensive as anticipated. Mr. deValinger again reminded the Council that some thought must be given to strengthening the Society's income in the face of rising costs and increased membership services.

Mrs. Renze, secretary, reported that she has been working diligently on the development of areas for membership and that she has designed for use a new invitation form, which obviates the necessity for writing so many letters; she has concentrated on some large areas where new member-potential can be explored. She has been assisted in this work by Ruth Kluzak, formerly of Detroit, Mich., but now retired, who spends part of the year in Denver. Comment was made on the very substantial increase in membership gain during the last six years. Mrs. Renze also reported that beginning with the new fiscal year (July 1, 1960) membership cards would be available for those who want them.

The secretary reported the progress to date on the State Records Committee's project proposal for seeking a foundation grant to enable the Society to make a comparative study of State archives. A discussion of various items in the report resulted in a request that copies of the report be mailed to Council members for unhurried review and comment, with final action to be taken at the October Council meeting, or before then by mail if possible.

At 1:15 p.m. the meeting recessed for luncheon, with a call to reconvene at 2:00 p.m.

Upon reconvening, Mrs. Bryan requested approval of a letter (in draft), which Edward N. Johnson of OCDM had prepared to go out to all State archival authorities over her signature, transmitting information and copies relating to legislation being recommended to the States by OCDM for presentation to various legislative bodies by State Civil Defense units. Mr. Munden protested that the letter should be referred to the Federal-State Relations Committee for approval or disapproval. Mrs. Bryan felt that the objective was to get the information out to the State archival authorities, who would be vitally interested, as soon as possible. After some further discussion, however, she agreed to send it to Sherrod East, chairman of the Federal-State Relations Committee, for comment.

In the light of Mrs. Bryan's inability to attend the Fourth International Congress on Archives at Stockholm in August, David C. Duniway, her alternate, will go as the delegate, with Philip M. Hamer named as his alternate. Ernst Posner had previously been named as the second delegate, with G. Philip Bauer as his alternate. Wayne C. Grover expressed the wish that the United States might extend an invitation for the Congress to meet next in our country, but the problem of finances would be difficult and would necessitate deferment until some future time.

Editor Ken Munden reported on various problems relating to advertising carried by the *American Archivist*. Subsequent discussion resulted in a motion by Wayne C. Grover, seconded by Dolores C. Renze, that the Council accept the recommendation of Mr. Munden, with approval of the Editorial Board, that the *American Archivist* publish in each issue a statement of policy relating to advertising. Some modification of the proposed statement of policy was suggested but the principle was endorsed.

Mr. Munden presented for discussion data indicating that the current funds budgeted for publication of the *American Archivist* are inadequate due to rising costs. He is faced with reducing the size of the publication or asking for a larger budget allocation. Since the budgeted amount is predicated on known anticipated income, no increase is possible at this time. Therefore, the Council instructed Mr. Munden to restrict the *American Archivist* to 96 pages for two of the four issues for the 1961 fiscal year.

In view of the obvious need for increased revenue to carry on the work of the Society, Wayne C. Grover moved that the matter be referred to the Finance Committee (Leon deValinger, Jr., chairman), with four additional members to be named by the president, to examine the desirability of increase in dues, membership classifications, and subscription fees; and to present to the Council their recommendations, which would be incorporated in a proposed constitutional amendment. The president named (in addition to the Finance Committee consisting of the treasurer, the secretary, and the president) the following: Wayne C. Grover, Ken Munden, August Suelflow, and William Rofes. Mr. deValinger, as chairman, will notify the members of the committee's objectives.

Mr. Grover proposed for early consideration revision of the Constitution, article 2, "Objects," so that it would more clearly define and set forth the Society's status as an educational organization of the profession in support of various archival authorities as "educational institutions." This was referred to the secretary for study. Mr. Grover filed with the secretary, for followup, S. 155, 86th Cong., 1st sess.

The officers and Council members noted with sadness the passing of Carl Ludwig Lokke, archivist and historian of the National Archives, on April 3, 1960.

Announcement was made of the retirement of Paul Lewinson and Marcus Price of the National Archives and Chester Connor of the Aluminum Corp. of America. Mr. Lewinson is a life member of the Society. Messrs. Price and Connor resigned membership in the Society upon their retirement from professional life.

The president announced the dedication of the South Carolina State Archives building at Columbia, S. C. A telegram of congratulations and best wishes was dispatched by the secretary in behalf of the officers and Council of the Society.

There being no further business, the meeting adjourned at 4:45 p.m.

DOLORES C. RENZE, *Secretary*

PROMOTION OF THE ARCHIVAL PROFESSION IN SOUTH AMERICA

T. R. Schellenberg, Assistant Archivist of the United States for the National Archives, spent the period March 1-May 28 in South America as a United States specialist under the International Educational Exchange Program. He visited Brazil, Uruguay, Argentina, Chile, Bolivia, Colombia, and Venezuela. His visit was initiated by the Brazilian National Archivist, who desired that a United States archivist come to his country to study the archival situation and to make a report of recommendations with respect to it. Such a report was made and was published as one of a series of archival pamphlets issued by the Brazilian National Archives. According to a Foreign Service despatch, Dr. Schellenberg's "visit has aroused great awareness on the part of the Brazilian government and the people to the maintenance and support of a good archive" and his "advice and assistance . . . has already borne fruit."

In order to carry out the more general objective of his visit, which was to promote the archival profession in the South American countries, Dr. Schellenberg distributed United States literature on archival principles and techniques, particularly that translated into Spanish and Portuguese. Among such literature not yet apearing in the United States were copies of a book in Portuguese entitled *Manual de Archivos*, which consists of the syllabus prepared by Dr. Schellenberg for training purposes at the U. S. National Archives, a new version in Portuguese of the National Archives *Staff Information Paper* on "The Preparation of Lists of Record Items," and a bulletin in Spanish on "The Meaning of Arrangement Principles" published at the University of Sucre in Bolivia. During his visit to the South American countries Dr. Schellenberg gave 26 lectures that related chiefly to the following topics: the importance of archives, the relation of the archival and library professions, the development of the American archival profession, the history of the U. S. National Archives, and technical facilities for archival work. Sixteen of these lectures were illustrated; six were in the Spanish language. In addition, he gave 3 radio speeches and a radio interview, and he visited 48 cultural institutions, 22 of which were archival, 15 library, 7 educational, and 4 museum institutions.

Another purpose in visiting the South American countries was to promote the Inter-American Archival Seminar to be held in Washington, D. C., in October 1961. This seminar, for which the Rockefeller Foundation has made funds available, is intended to make known to Latin American archivists all information developed to date in the United States on archival principles and techniques, to discuss with Latin American archivists the most important prob-

lems facing them, and to develop standards for various phases of archival work and a terminology that will make the literature that appears in the English, Spanish, and Portuguese languages understandable to archivists using these languages.

Dr. Schellenberg also looked into the possibility of establishing an archival periodical at the University of Córdoba in Argentina, and of issuing a series of archival translations in Bolivia and Argentina as well as in Brazil.

ACADEMIC TRAINING

American University

Under the auspices of the American University, Herbert Angel, Director of Administration, General Services Administration, and Seymour J. Pomrenze, Records Management Specialist, Office of the Adjutant General, Department of the Army, are to teach a two-semester course, offered this fall for the first time, on "The Planning and Administration of a Records Program." Subjects to be covered the first semester relate to records management and records creation. The second semester subjects relate to records maintenance and records retention. The classes, to be held in the National Archives, are open to both graduates and undergraduates. Each half of the course carries a three-hour credit. For registration details for either semester (the second semester can be taken first), one should contact the office of the Dean of the School of Government and Public Administration, American University, Washington 6, D.C.

New York University

The fifth seminar on information systems and records management will be presented by the Management Institute of New York University, September 27-December 2, in 12 2-hour sessions meeting Tuesday evenings under the leadership of Milton Reitzfeld, management consultant. Those interested should write without delay to Dr. Denis Sinclair Philipps, Director of the Management Institute, New York University, Washington Square 3, New York, N. Y.

CONFERENCES

Pacific Northwest History Conference

This conference, an annual meeting of historians, archivists, and the public, has a manuscripts publication committee (formerly the committee on reproduction), which has developed a program for the conference not as yet formalized with a sustaining organization. Its chairman (Richard C. Berner, Curator of Manuscripts, University of Washington Library, Seattle 5, Wash.) contributes an article in this issue of the *American Archivist*.

Civil War Centennial Commission

The fourth national assembly of the commission is to take place in April 1961 in Charleston, S. C., rather than in December 1960 in Atlanta as reported erroneously in our July issue.

American Historical Association

The association's 1960 annual meeting will be held at the Statler-Hilton Hotel, New York City, December 28-30. At the joint luncheon meeting of the association and the Society of American Archivists, Walter Muir Whitehill will give a report on his study of historical societies, under the title "In My Father's House Are Many Mansions."

Fourth International Congress on Archives

Members of the Society of American Archivists who attended the Fourth International Congress on Archives at Stockholm, Sweden, August 17-20, were Robert H. Bahmer, William J. Barrow, G. Philip Bauer, Memory F. Blackwelder, Randolph W. Church, Herman J. Deutsch, David C. Duniway, Victor Gondos, Jr., Kathleen B. Jacklin, William S. Jenkins, A. Philip Muntz, Ernst Posner, and William F. Sherman. Mr. Duniway and Dr. Posner were the Society's official delegates. Dr. Bauer represented the *American Archivist*, of which he was formerly editor, at a special meeting of representatives of archival journals called in connection with the Congress.

American Association for State and Local History

The association's 1960 annual meeting was held under the auspices of the State Historical Society of Iowa at Iowa City, August 30-September 3. The program included a panel on "Manuscript Collecting in the Twentieth Century: The Battle of the Bulk," with David C. Mearns of the Library of Congress as chairman, Edith Fox (Cornell University) and Josephine Harper (State Historical Society of Wisconsin) as speakers, and Lucile Kane (Minnesota Historical Society) as panel commentator.

GRANTS AND AWARDS

With the assistance of a $28,888 grant from the Council on Library Resources, the American Council of Learned Societies is administering a one-year study of coordination of photocopying projects for scholarly purposes. Principal investigator for the inquiry is Lester K. Born of the Library of Congress. An advisory committee will assist and consult with interested constituent societies of the American Council of Learned Societies, librarians, scholars, and others. The report will contain proposals for general principles and standards for photocopying projects, will discuss the problems involved in foreign acquisitions, and will probably include lists of foreign collections that should be copied in the interest of research programs in American universities. The inquiry complements a previously announced study of the bibliographical control of microforms (see *American Archivist*, 23: 369). ¶ Cornelius O. Cathey has been granted a Kenan research leave of absence for the fall semester, 1960, to do research for editing the Pettigrew papers to be published by the North Carolina Department of Archives and History. ¶ Loren C. MacKinney has received a three-year grant from the National Institutes of Health to complete a catalog of medical miniatures in medieval manuscripts.

TECHNICAL NEWS

Ellen Shaffer, rare book librarian, Free Library of Philadelphia, reports in the *Library Journal* (Dec. 15, 1959) that in her library and in the National Library of Scotland sulfur fumes have damaged materials in exhibit cases. In the case of the Free Library the trouble was found in cases lined with a composition of cork particles held together with a binder and backed with burlap. This composition, when analyzed, proved to have a sulfur content of 1.3 percent. The offending cork composition was scraped from the bottoms of the cases and a coat of lead paint was applied as a further preventive. The white lead paint used for the delicate flesh tones in the miniatures of an early sixteenth-century French manuscript that had turned black in the exhibit case was restored by very delicately applying, with the aid of a microscope, a solution of 50 percent ether and 50 percent hydrogen peroxide. This was a lengthy and expensive process requiring great skill and even greater patience. In the case of the National Library of Scotland, burnished silver in certain manuscripts was tarnishing. It was found that textile material used to line the cases and the felt edging of the cases contained traces of sulfur. The British Museum recommends that before using any textile materials in a case containing objects liable to attack by sulfur fumes, a test for sulfur be made by wrapping the textile around a brightly polished piece of silver, placing it in a polythene bag in an electric oven at about 60° C. (140° F.), and leaving it there for a week. If no tarnish occurs in the silver, the textile is safe to use.

NATIONAL ARCHIVES AND RECORDS SERVICE

National Archives

Several bodies of records pertaining to labor have recently been transferred to the National Archives. Among them are records of the Bureau of Labor Statistics and its predecessors, 1884-1939, which are essential sources for research on the programs, policies, and operations of the agencies, particularly in the key area of statistical policy, from the late nineteenth century through the early New Deal years. Other records on labor include general subject files, case files, and technical reports of the Federal Mediation and Conciliation Service and its predecessor, the U. S. Conciliation Service, 1913-49; and all the records of the Presidential Board of Inquiry appointed in October 1959 to study the labor dispute and strike in the steel industry. ¶Among other recent accessions are records of the Supreme Court, consisting of records of the Clerk, 1790-1909, and of the Marshal, 1867-1909, and records of prize cases heard on appeal by committees of the Continental Congress, 1776-80, and by the Court of Appeals in Cases of Capture, 1780-86; and records of the U. S. S. R. Section of the Office of Eastern European Affairs, State Department, 1917-41, relating to internal economic and political developments in the Soviet Union and Soviet relations with the United States and other countries. ¶Newly accessioned photographic records include 6,000 photographs made or collected by the Division of Rubber Investigations of the Bureau of Plant Industry, Soils, and Agricultural Engineering, 1942-48, showing the produc-

tion of rubber in Central and South America for use in the war; and 45,000 photographs made by the Air Transport Command of the Army Air Forces, 1943-45, illustrating the transporting of troops and supplies from South America to Africa and Asia. ¶The following preliminary inventories of records in the National Archives have been issued: no. 126, *Records of the Government of the Virgin Islands of the United States*, compiled by H. Donn Hooker; no. 127, *Records of the Headquarters, United Nations Command*, compiled by Paul Taborn and Andrew Putignano; and no. 128, *Records of the Committee for Congested Production Areas*, compiled by Leo Pascal and Jeanne McDonald. ¶A *List of Motion Pictures and Sound Recordings in the National Archives Relating to Presidential Inaugurations*, compiled by E. Daniel Potts, has been published as Special List no. 16. ¶*National Archives Accessions*, no. 55, recently published, lists the records transferred to the National Archives during the period July 1, 1957-June 30, 1959. It also contains an article by Paul Lewinson, "The Industrial Records Division of the National Archives; Economics, Welfare, and Science in United States History." ¶The American Historical Association's Committee for the Study of War Documents has prepared and the National Archives has published another guide to German records microfilmed at Alexandria, Va.: no. 16, *Records of the Deutsches Ausland Institute, Stuttgart; Part I, Records on Resettlement.*

One of the most important microfilm publications to be completed by the National Archives is the Papers of the Continental Congress, 1774-89. This publication, in 204 rolls, reproduces the records of the Continental Congress that were maintained by Charles Thomson, Secretary of the Congress, and were transferred to the Department of State in 1789. The papers consist mainly of letters and reports received by the President of the Congress, copies of letters sent by the President, the Secretary, and a few committees, and some transcripts of diplomatic despatches received from United States agents abroad. The entire collection was transferred to the National Archives from the Library of Congress in 1952 as part of the official records of the United States Government. Card indexes that were prepared by the Library of Congress and other indexes have been reproduced on the first seven rolls of the microcopy. ¶Other microfilm publications recently completed include the Index to Revolutionary War Pension Application and Bounty Land Warrant Files (15 rolls) and to the War of 1812 Pension Application Files (102 rolls); Compiled Service Records of Confederate Soldiers Who Served in Organizations From North Carolina (530 rolls); and Miscellaneous Letters Received by the Secretary of the Navy (41 rolls). ¶Additional information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

A guide to picture materials on the Civil War is being compiled by Josephine Cobb, specialist in Civil War iconography. It will cover photographic prints, lithographs, engravings, woodcuts, pen and pencil sketches, water colors, oil paintings, posters, and cartoons. Miss Cobb requests that brief descriptions or detailed lists of such collections be sent her at the National Archives, Washington 25, D. C.

National Historical Publications Commission

On May 26 representatives of Yale University and the American Philosophical Society presented to President Eisenhower the first two volumes of *The Papers of Benjamin Franklin*. The President expressed interest in the fact that the volumes contained not only documents written by Franklin but also letters received by him. ¶A project to publish the correspondence of the Lewis and Clark Expedition in one volume has been set up. Donald Jackson will edit the volume and the University of Illinois Press will publish it next year.

Franklin D. Roosevelt Library

Recent manuscript acquisitions of the Library include the following: (1) Papers of the late Louis B. Wehle, lifelong friend of Franklin D. Roosevelt and personal adviser on important public issues. The papers cover practically the entire period of Wehle's life, 1880-1958, and include materials on his Government service during World Wars I and II. (2) Papers of Aubrey W. Williams. Although incomplete, the papers cover the period of 1930-59 and document Mr. Williams' service with several Federal relief organizations and as director of the National Youth Administration, as well as his subsequent public life. (3) Papers of Judge Charles Fahy. Many of these relate to Judge Fahy's work in various legal posts in the Government since 1933, among them as Solicitor General of the United States and member of President Roosevelt's Naval and Air Base Commission in London. All of these groups of papers are being processed before being made available for research.

Dwight D. Eisenhower Library

A letter of April 13, 1960, from President Eisenhower to Franklin D. Floete, Administrator of General Services, formally offered most of the papers of the President as a gift to the United States and laid down certain restrictions on their use. In a reply dated April 15, the Administrator, on behalf of the United States, accepted the gift.

Office of the Federal Register

The 1960-61 edition of the *United States Government Organization Manual*, recently published, may be purchased for $1.50 a copy from the Superintendent of Documents, Government Printing Office, Washington 25, D. C. ¶The sixth volume of the series of *Public Papers of the Presidents of the United States* was published in June. Entitled *Dwight D. Eisenhower, 1954*, the volume completes the coverage of the years 1954-59. The 1953 volume is scheduled for publication in November, the final Eisenhower volume early in 1961. Work will then go forward on the Truman Papers. This series of publications is also for sale at the office of the Superintendent of Documents.

LIBRARY OF CONGRESS

Manuscript Division

The papers of Henry Prather Fletcher (1873-1959), recently received by the Library, date from 1898 to 1958. They cover Mr. Fletcher's representation

of the United States in Chile, Mexico, Belgium, and Italy and at several international conferences, his chairmanship of the U. S. Tariff Commission, and his activities on the Republican National Committee. About half the papers relate to Republican Party strategy in the 1920's and 1930's. ¶ Justice William O. Douglas has given the Library a first installment of some 3,600 of his personal papers—correspondence, memoranda, reports, and related printed matter, 1936-39, when he was chairman of the Securities and Exchange Commission. Joseph P. Tumulty, Jr., has given a first installment of the papers of his father, private secretary to Woodrow Wilson, approximately 2,200 items, 1910-20, consisting chiefly of correspondence with President Wilson, Robert Bridges, Cary T. Grayson, Edward M. House, and others. ¶ Microfilm reproductions of the Library's holdings of papers of eight Presidents of the United States—James Monroe, William Henry Harrison, John Tyler, Zachary Taylor, Franklin Pierce, Abraham Lincoln, Chester A. Arthur, and Grover Cleveland—have been completed. An index to the Taylor papers has been printed, and similar indexes to the Lincoln and the Harrison papers will soon be published.

OTHER FEDERAL NEWS

Congress

The Senate Committee on Government Operations has issued a report, *Documentation, Indexing and Retrieval of Scientific Information*, which reviews developments since 1958, both government and nongovernment. As long as the supply lasts, copies are available upon request to the Committee. ¶ Two bills before the 2d session of the 86th Congress are of interest, S. 3178 and H.R. 11528. Both seek to amend existing legislation to allow individual income tax deduction for gifts to historical societies and similar agencies.

Department of State

The Department has undertaken a study to determine the feasibility of developing a uniform file system for the Department and the Foreign Service. The study is under the direction of Donald J. Simon, Chief of the Department's Division of Records Management, with technical aid provided by Thurman T. Beach, detailed to the Department from the National Archives and Records Service. So far more than 650 Departmental offices have been visited by members of the Records Management Staff to obtain information on their filing problems and requirements. A three-week trip to six European posts was made during the summer to determine the needs of small, medium, and large posts and to collect other essential information. ¶ The Current Records Branch and the Records Management Staff are now in their new quarters in the new State Department Building. The Records Service Center was expected to move into a contiguous area about September 1.

Department of the Army

The Army is conducting an intensive training program in records management, using a four-point approach to accomplish required training at home,

at school, in the office, and at conferences. *At home*, students may enroll in correspondence courses available to all Defense personnel. Three extension courses in records management deal with files maintenance and disposition, mail operations and management, and effective Army writing. (A course in correspondence management is in preparation.) Training *at school* is conducted principally by the Adjutant General's School, which offers resident courses in various areas of administration and management. Other Army service schools offer some basic training in the subject, as do specialized schools such as the Ordnance Management Engineering Training Agency. *In the office*, formal training sessions are conducted primarily in "The Army Functional Files System," "Files Maintenance Procedures," "How to Survey a Mail Program," and "Effective Writing." The *conference method*, for which the records management staff of the Adjutant General's Office has developed detailed procedural guidance, is encouraged in each of the 25 records administration commands and agencies in the United States and overseas.

Post Office Department

Records Management training in field establishments has continued, with training conferences at the Boston and Wichita regional offices. Paperwork has been simplified by the use of laborsaving machines in clerical operations, such as collators, automatic inserting and sealing machines, and electric copying devices. A revised and simplified records disposition schedule has been printed in the looseleaf *Postal Manual*. ¶Proposed amendments to postal regulations, to take effect January 1, 1962, are printed in the *Federal Register*, May 4, 1960, p. 3855. Regulations on the size and shape of envelopes are proposed to facilitate the use of new automatic machinery.

National Bureau of Standards

Samuel N. Alexander is Chief of the Data Processing Systems Division of the Bureau. The new division assists in the coordination of data-processing work under an arrangement cosponsored by the Council on Library Resources and the National Science Foundation.

Social Security Administration

A reprint of an article, "Let's Take a Positive Look at Microfilm," by Edward Rosse, head of the Social Security Administration's microfilm program, is available free from the Minnesota Mining and Manufacturing Co., Dept. SO-9, 900 Bush Ave., St. Paul 6, Minn.

STATE AND LOCAL NEWS

Arizona

Bernard Fontana, field historian of the University of Arizona, is searching the State for "research material and taping the reminiscences of Arizona's old timers." Phyllis Ball heads the university's special collections department.

California

The Henry E. Huntington Library, San Marino, has purchased the Samuel

L. M. Barlow collection of Civil War and Western manuscripts (20,000 pages). Included are letters of Gen. William T. Sherman, Stephen A. Douglas, Samuel J. Tilden, Jay Gould, Montgomery Blair, John Breckenridge, President Grover Cleveland, and Gen. George B. McClellan. ¶Frederick E. Brash, Chief of the former Smithsonian Division in the Library of Congress (1924-44), has been appointed curator of the Newton collection of Stanford University Libraries. ¶Manuel P. Servin has been appointed editor of the letters of Fray Francisco Fermin Lasuen by the Academy of American Franciscan History.

Colorado

State Archives staff members and members of the Public Records Advisory Committee conducted workshops for State officers (departmental heads and agency records officers) on June 11 and 25. ¶The State Archivist led a workshop on municipal records for clerks and finance officers of Colorado municipalities on June 16 at Glenwood Springs. ¶The Division of State Archives and Public Records is preparing a documentation file on Colorado's first official executive residence, to be occupied by the Governor this fall. The 27-room colonial-style house, built in 1908, has been presented to the State by the Boettcher Foundation.

District of Columbia

Julius Waties Waring, retired Federal District Judge of South Carolina whose decisions led to opening South Carolina's Democratic primaries to Negroes, has donated 85 special albums of his personal files to Howard University. ¶The Interagency Records Administration Conference discussed effective presentation of paperwork improvement ideas at its May 20 meeting.

Georgia

The University of Georgia Press has published *Laws of the Creek Nation*, the first number in a series that will reprint rare items from the collections of the University of Georgia Libraries. Hitherto unpublished, the laws are part of the Keith Reed collection of manuscripts given to the university in 1957 by the Wormslee Foundation, Savannah. Antonio J. Waring edited the *Laws* (available from the University of Georgia Press, Athens, for $1).

Illinois

The State Historical Society Library has received 300 items, chiefly letters, 1797-1840, of John Messinger, but including Civil War letters of his descendants; nearly 2,000 documents of Bishop Philander Chase; and the Gen. Alexander G. McQueen collection, which includes copies of General Custer's charge of insubordination and mutiny against the 1st Iowa Cavalry and papers relating to the Battle of Little Big Horn. ¶William Thomas Hutchinson, curator of the Madison papers, University of Chicago, has been named to the James Madison Memorial Commission.

Maine

John E. McLeod, 331 Main St., Calais, is interested in any information available concerning the activities of Garrett Schenck in Wisconsin, California,

and Washington, for use in a history of the Great Northern Paper Co. Schenck became the first president of the company in 1899.

Massachusetts

Thomas E. Andrews reports that, having finished the microfilm edition of the Adams papers at the Massachusetts Historical Society last December, he is "now cataloging and arranging the hitherto unworked archives" of the society, whose collections "are relatively small but contain some highly valuable and interesting material."

Michigan

The diaries of James Garfield, edited by Frederick D. Williams and Harry Brown, are to be published in four or five volumes by the Michigan State University Press. ¶John F. X. Britt, Ford Division, Ford Motor Co., died on April 26. An obituary appears elsewhere in this issue.

Minnesota

Letters written by Robert Fulton have been given to the Steamboat Museum in Winona. ¶The records of the Great Lakes-St. Lawrence Tidewater Association, 1919-39 (over 200,000 items), have been deposited with the St. Louis County Historical Society, Duluth.

New Jersey

A New Jersey chapter of the American Records Management Association has been formed. Information concerning its meetings may be obtained from Joseph L. Kish, Lockheed Electronics Co., Plainfield. ¶Roger H. McDonough, Director, Division of the State Library, Archives, and History, reports that Kenneth W. Richards has been named archival examiner in the Division's Bureau of Archives and History. Plans are well under way for the celebration of New Jersey's tercentenary in 1964. Projects under discussion by the Tercentenary Commission include a cultural center, which would provide new quarters for the Division of the State Library, Archives, and History and the Division of the State Museum (both under the State Department of Education) and which would collect and publish source materials relating to the history of New Jersey. For this project Dr. Richard P. McCormick, professor of history at Rutgers University, has been delegated to microfilm European documents on New Jersey. ¶A new edition of *The Manuscript Collections of the Princeton University Library*, first issued in 1958, was published in May.

New York

John R. Russell, librarian of the University of Rochester, has announced the receipt of about 1,000 additional letters of Louis Wiley, business manager of the *New York Times* for nearly 30 years before 1935. ¶The records of the Northeastern Wood Utilization Council, 1942-47, have been added to Cornell University's collection of regional history. Additional early correspondence of Bernhard E. Fernow, Chief of the U. S. Division of Forestry and founder of the New York State College of Forestry, have been added to the university archives.

North Carolina

Christopher Crittenden, Director of the Department of Archives and History, and other members of the Department appeared before the Commission on Reorganization of State Government on March 18 to state the need for a new archives and history building. ¶The State Records Section has completed the initial draft of an inventory-schedule of the records of the Woman's College of the University of North Carolina.

Ohio

Richard C. Knopf of the Ohio State Museum edited the first issue of the *1812 Newsletter*, a new publication dedicated to the promotion of research and historical appreciation of the War of 1812. The publication will act as a clearing house for agencies and States participating in the program of commemoration in 1962-63. ¶According to information received from State Archivist Bruce C. Harding, Ohio's General Assembly has provided a plan for the retention and disposal of all public records of the State. Any public officer or body having control of public records is subject to the jurisdiction of one of four records commissions—State, county, city, or township—authorized by sections 149.32, 149.38, 149.39, and 149.42 of the *Revised Code*. When the 103d General Assembly amended section 149.38 (Amended Substitute House Bill 737-1959), the county records commissions were for the first time given power to regulate the retention and disposal of public records. The State attorney general (Opinion no. 1348) has ruled that a county records commission, when an application for records disposal has been approved, "shall provide for the disposal of such records by destroying them or transferring them to some institution or organization for the use and benefit of the public."

Oregon

Notable new groups of papers received by the Oregon Historical Society, Portland, include the correspondence of Frank S. Myers, Portland postmaster, 1913-20, and the large Beekman Bank collection, 1852-1915, which includes material on early express companies, gold claims, and the banking and political affairs of Cornelius C. Beekman of Jacksonville. Important additions have been made to the papers of Dr. Forbes Barclay (1812-73), surgeon, coroner, and politician of Oregon City, and to the records of the Seufert family, builders of the first salmon cannery in Wasco County in 1886.

Puerto Rico

The report of Thomas Mathews regarding Library of Congress holdings related to Puerto Rico was published in the October 1956 issue (delayed in publication) of *Historia* (vol. 6, no. 2, p. 89-142) under the title, "Documentación sobre Puerto Rico en la Biblioteco del Congreso." Copies of this Spanish translation of Dr. Mathews' report may be obtained from Díaz Soler, Department of History, University of Puerto Rico, Río Piedras, Puerto Rico.

Tennessee

According to the May 1960 *Newsletter* of the Historical Commission of the

Sunday School Board of the Southern Baptist Convention, "some churches have adopted resolutions specifically stating that all records of business transactions of the church and of elected officers and committees are the legal records of the church and are its property." "Preserve Your Church Records by Microfilm" is the title of a new pamphlet available from the Board at 127 Ninth Ave. North, Nashville 3.

Vermont

A mimeographed outline of recommended practices for accessioning broadsides, maps, pictures, manuscripts, clippings, and museum items, prepared by Clara E. Follette, librarian and museum director of the Vermont Historical Society, Montpelier, is available upon request to the Society.

Virginia

The Virginia colonial records project, a cooperative survey of manuscript sources in overseas depositories for Virginia history, 1580-1780, financed during 1955-58 by the Jamestown 350th anniversary, has received funds from the General Assembly enabling it to continue until July 1962. Triplicate copies of 4,253 *Survey Reports* (8,978 pages), received from London, are filed in Richmond, Williamsburg, and Charlottesville. About one-fourth of these *Reports* (982) have been processed in editions of 500 copies and distributed to scholars and libraries. One of the 28 *Special Reports* (a brief guide to catalogs and indexes at the British Public Record Office, prepared under the direction of George H. Reese) has been processed and distributed. More than 3,500 of the compiled *Survey Reports* cover lost archives of colonial Virginia in the British Public Record Office and in the major repositories of London, Oxford, and Cambridge. More than 200 rolls of microfilm of manuscripts described in the *Survey Reports* are available on interlibrary loan from the University of Virginia Library. It is hoped that there will be funds for making an index or table of contents. ¶The University of Virginia has been given the C. Waller Barrett collection of American literary materials. The collection of a quarter-million books, manuscripts, and other source papers spans almost two centuries of American creative literature. Included are many Hawthorne letters and the largest group of Willa Cather letters yet assembled. ¶The Manuscript Division of the university has received several diaries kept during the Civil War; records of some churches in Virginia and West Virginia, 1915-60; and microcopies of the Almondsbury Parish registers, Yorkshire, England, 1554-1812. ¶According to the *Alexandria Journal*, July 14, 1960, William and Mary College has received books and papers relating to the "two James Madisons," the United States President and his kinsman Bishop James Madison, president of the college, 1777-1812.

Wisconsin

The State Historical Society of Wisconsin has received the papers of D. C. Everest, a founder of the Marathon Corporation and other companies important in the wood-using industries. ¶J. E. Boell, formerly chief archivist of

the State Historical Society, is now archivist of the University of Wisconsin. ¶Recent changes in the State Archives and the duties of the staff are reported in a letter received from Howard A. Merritt, acting archivist, State Historical Society of Wisconsin:

On April 1, 1960, the staff of the Wisconsin State Archives was returned to the State Historical Society, from which it had been separated since 1957, when the Committee on Public Records and its personnel were transferred to the State Bureau of Purchases. During the period from 1957 to 1960 the Historical Society retained custody of the records, but had no personnel of its own to take care of them, the duty of servicing the records in the State Archives being performed by the staff of the Committee on Public Records in addition to their other responsibilities.

With the establishment in 1959 of a Department of Administration, records administration functions were centered in the Department's Bureau of Management, to which the former Archives staff was transferred for administrative purposes. The primary responsibility of the Archives staff became the operation of the Society's Archives Division. The transfer to the Society in April therefore made no significant change in the duties actually performed by the staff of the Archives.

At present the personnel of the Archives Division consists of Howard A. Merritt, Jr., Acting Archivist, and Lawrence H. Larsen, Assistant Archivist.

In regard to State records, the Archives Division cooperates closely with the Bureau of Management in the evaluation of records for disposal and is consulted by the Records Management Supervisor on every request for disposal of records. The Archivist also advises the Director of the Historical Society, who is a member of the Committee on Public Records, on the disposal requests submitted to the Committee. In regard to local records offered to the Historical Society, the Archivist also makes recommendations to the Director. Such records are not under the control of the Committee on Public Records.

Records of State agencies transferred to the Archives Division by the Committee on Public Records and local records acquired by the Division are arranged, boxed, described, and serviced by Division personnel.

We regret to inform our readers that Mr. Merritt died unexpectedly on August 8, in Madison, at the age of 49.

FOREIGN NEWS

Brazil

A report on the visit of T. R. Schellenberg to Brazil and other South American countries is summarized elsewhere in the News Notes, under the heading "Promotion of the Archival Profession in South America." ¶The Arquivo Nacional within the past year has published, in pamphlet form, translations into Portuguese of several publications of the National Archives of the United States and of the Society of American Archivists. The Portuguese titles, with identification of the original publications, follow: *O preparo de inventários preliminares, O preparo de listas de maços de documentos*, and *Princípios de arranjo* (National Archives *Staff Information Papers* nos. 14, 17, and 18); *A avaliação dos documentos públicos modernos*, por T. R. Schellenberg (National Archives *Bulletin* no. 8); *Os Arquivos Nacionais dos Estatos Unidos*, por Robert H. Bahmer e Ernst Posner (*American Archivist*, 18: 195-216, July 1955); *Os arquivos públicos e as bibliotecas*, [por Herman Kahn e Randolph W. Church] (*American Archivist*, 7: 243-251, Oct. 1944, and 6: 145-150, July 1943); *Alguns aspectos do desenvolvimento arquivístico a partir da Revo-*

lução Franceza, por Ernst Posner (*American Archivist*, 3: 159-172, June 1940); and *A significação dos arquivos econômicos*, [por Oliver W. Holmes e Bertrand Gille] (*American Archivist*, 1: 171-185, Oct. 1938, and *Gazette des Archives*, no. 20, p. 24-43, juillet 1956). Other authorized translations by the Arquivo Nacional that are of interest to our readers will be announced as they are published. ¶The Brazilian Ministry of Foreign Relations has published a group of documents discovered in Portugal and brought back to Brazil in 1947 under the title *Livro Primeiro do Govêrno do Brasil, 1607-1633*. A review of this by James B. Childs, specialist in government document bibliography in the Serial Division, Library of Congress, appeared in the September 1959 *Inter-American Review of Bibliography*.

Canada

According to the April 1960 *Douglas Library Notes*, E. Charles Beer has been appointed full-time archivist, Archives Department, Douglas Library, Queen's University, Kingston, Ontario. The manuscript collection, which has expanded rapidly in the past decade, is being reorganized on approved archival principles. In due time a new guide to the archives will be compiled and published.

Spain

The May 16 *Information Bulletin* of the Library of Congress reports that a special number (vol. 65 for 1958, printed late in 1959) of the *Revista de Archivos, Bibliotecas y Museos*, Madrid, was issued to celebrate the first centenary of the Cuerpo Facultativo de Archiveros, Bibliotecarios y Arqueólogos, created in 1858 to provide systematic cataloging and care for items in the Spanish national archives, libraries, and museums. This volume is available from the Servicio de Publicaciones of the Junta Técnica de Archivos, Bibliotecas y Museos, Avda. de Calvo Sotelo 20, Madrid.

Union of Soviet Socialist Republics

Fred M. Hechinger in a dispatch from New York in the June 4, 1960, *Boston Herald* reports that Soviet authorities opened their research archives to American graduate students sometime between March 1 and the end of April. This is the first time since the beginning of the exchange of graduate students in 1958 that these archives have been opened to the American researchers. Of the 24 American graduate students in Moscow and Leningrad, 6 have been given permits, 5 of them in Leningrad.

United Kingdom

International standard sizes for paper and printed matter were recommended by the International Organization for Standardization, and international agreement was reached during the early 1920's. By 1934 the *A* series (10 sizes intended for all normal administrative, commercial, and technical uses) had been adopted by 26 nations but not by the United States, France, or Great Britain. In July 1959 the Postmaster General of the United Kingdom proposed to put on sale a new envelope in the "international size," 6.4 by 4.5 in. He is intro-

ducing also international standard sizes for notepaper and other stationery of the Post Office. The Office has a particular interest in standardizing envelope sizes because of its plans to mechanize the mails. The Treasury O and M Division found that most general forms can be put on the smaller sizes of the *A* series, with a considerable saving of paper. The British Standards Institution, in publishing its new standard, does not suggest the immediate discontinuance of the traditional sizes, but it believes that wider knowledge of the international standards and of the advantages to be gained from their use will lead to widespread adoption of the new sizes. For news on what the United States Post Office is doing about standard sizes, see Other Federal News, above.

Venezuela

James L. Gear, Chief Chemist of the Document Restoration Branch, U. S. National Archives, visited Caracas from March 28 to April 2, at the request of the Eugenio Mendoza Foundation, to advise the Creole, Shell, Boulton, and Mendoza Foundations on the preservation and rehabilitation of records to be presented to Venezuela on the occasion of the sesquicentennial celebration of its independence.

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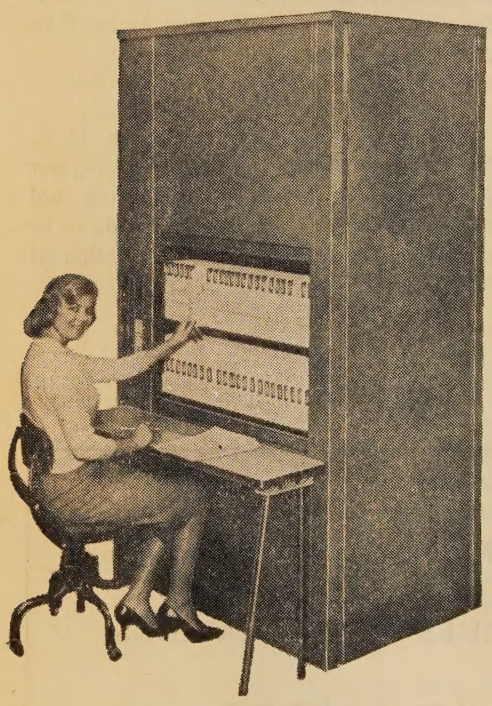

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